Club counselor position description

Preferred experience:
- Starting successful club-level membership campaigns
- Using email, as well as calendar, spreadsheet, word-processing, presentation, and project-management software effectively
- Maintaining positive working relationships
- Enhancing others’ skills and productivity
- Managing conflict

Preferred attributes and skills:
- Committed to strengthening new and existing Kiwanis clubs as a certified club counselor
- Member of a club that has maintained or increased its membership
- Past club president or secretary
- Past or current club membership chair
- Accomplished recruiter and motivator
- Communicates effectively
- Effective team-building skills
- Supports and encourages other team members
- Solves problems
- Exhibits sound judgment
- Positive and enthusiastic
- Diplomatic
- Focuses on innovation
- Firm, decisive and practical

Your responsibilities:
- New clubs:
  - After assistance is requested, ensure that new clubs become independent and strong, with a minimum of 25 members
  - Work closely with the division lieutenant governor and club opener to support the club-opening process and develop a timetable to assist new clubs in getting started
  - Start mentoring new clubs after the organizational meeting (but ideally become involved before the pre-organizational meetings)
- Existing clubs:
  - Mentor the leaders of a struggling Kiwanis club, or a club with low membership that has submitted a request for assistance to the lieutenant governor
  - Provide objective advice, assisting the club in implementing a plan to increase membership
  - Use the Achieving Club Excellence tools to guide clubs
  - Provide regular reports to the district chair and the lieutenant governor
  - Participate in growth planning meetings with the lieutenant governor at training or at conventions
Commitments:
- Serve as a club counselor for a minimum of three years
- Attend district or division events
- Able and willing to travel
- Support each mentee club for at least one year

This is a voluntary position. We appreciate your dedication to Kiwanis and your community. Thank you for all you do!