Club opener position description

Preferred experience:
- Starting successful club-level membership campaigns
- Opening long-lasting new clubs
- 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:
- Positive and enthusiastic
- Committed to opening new Kiwanis clubs as a certified club opener
- Member of a club that has maintained or increased its membership
- Accomplished recruiter and motivator
- Effective team-building skills
- Supports and encourages other team members
- Diplomatic
- Firm, decisive and practical
- Organized
- Communicates effectively
- Focuses on innovation
- Educates others about Kiwanis
- Solves problems
- Exhibits sound judgment

Your responsibilities:
- Working closely with the lieutenant governor and certified club counselor to identify sites, develop strategies and create a timetable for opening new clubs
- Providing regular reports to the district chair and the lieutenant governor
- Participating in membership planning meetings with lieutenant governors at trainings and conventions
- Leading the club-opening process, in collaboration with the club counselor and lieutenant governor
- Acting as the ambassador for club organization
- Identify at least one new-club site in your division per year
- Mentoring additional club openers

Commitments:
- Serve as a club opener for a minimum of three years
- Travel to new club sites within your division
- Attend district or division events

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