



Certified Club Counselor

Position summary:

The certified club counselor works in conjunction with the new-club opener and the lieutenant governor to provide mentoring and membership growth guidance. His/her primary responsibility is to ensure new clubs become self-independent and strong with a minimum of 25 members. The certified club counselor can also mentor the leaders of a struggling Kiwanis club, or an at-risk club with low membership that has requested assistance to the division lieutenant governor.

Recruited by: District chair by recommendation with the division lieutenant governors.

Position responsibilities:

- Provides unfiltered and objective advice, ensuring the club implements a plan to grow in membership, provide service to children and make an impact in the community.
- Works closely with the division lieutenant governor and new-club opener to support the new club building process and develop a timetable to assist the new clubs.
- When assisting new clubs, the club counselor takes charge of the new club after the organizational meeting. When assisting an existing club, the counselor starts guiding upon meeting with the lieutenant governor and the club wanting assistance.
- Provides regular reports to the district chair and the lieutenant governor.
- Participates in growth planning meetings with the lieutenant governors during their training or at the district convention.
- Utilizes the Achieving Club Excellence process and supporting tools to guide the clubs.

Experiential requirements:

- Training certification as club counselor offered by Kiwanis International
- Preference of belonging to a growing club.
- Preference of being a past club president or secretary
- Experience in implementing club membership drives
- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Developing others
- Conflict management
- Experience as club membership chair is a plus

Skills requirements:

- Commitment to the growth plan and strategies.
- Recruiter and motivator
- Effective communicator.
- Encourager and educator.
- Problem–solver.
- Sound judgment, positive and enthusiastic attitude.
- Skillful and diplomatic.
- Firm, decisive and pragmatic.
- Ability to travel.
- Proficiency in the use of personal computers.
- Proficiency in the use of spreadsheets, word processing software, presentation software as well as e-mail, calendar and management tools.

Time requirements:

- Makes commitment to serve as club counselor for minimum of three years.
- Cannot seek district or international office during the term of the campaign.
- Required attendance at district or division events.
- Serves at least one year with each mentee club.
- Position is voluntary.