

Lioness Committee Kings Coordinator

POSITION STATEMENT

Responsibilities

The objective of the Lions Kings program is to provide an opportunity for people with a disability to actively participate in Community Service work, supported by appropriately trained Lions or Lioness members. This position is responsible to MD Lioness Committee Chairperson, through the Youth & Community Projects Committee to:

- efficiently manage the Lioness Kings Clubs Program;
- achieve the Council's objectives relating to the Lioness Committee Kings Program as incorporated within the Management Plan;

Duties

- To promote the Lioness Kings Club model to interested Lions Clubs and members of the community.
- To establish and support new Lioness Kings Clubs.
- To develop and publish policies, operational materials, policies and guides to support existing and new Lions Kings Lioness Clubs.
- To attend meetings of the Lioness Committee and participate in the efficient functioning of the Committee to represent the interests of the Lioness Kings Club program
- To effectively use of the financial, material and human resources of the Multiple District.
- To develop and recommend of policy relating to promotion and development of Lioness Kings Clubs..
- Monitor Australian State and Federal Disability Services strategies and develop appropriate responses to the Lioness Kings Clubs Program.
- To liaise with the Kings Guiding Lioness and Kings Support Team members to ensure each Kings Club links and operates within the current Lioness Kings Clubs Program.
- To attend District Conventions and make relevant Lioness Kings Club presentations and / or contribute to Lioness forums as invited by the District Governor or District Lioness Chairman subject to available financial resources.
- To report to the Multiple District Council, through the Youth and Community Projects Committee on the performance and operation of the Lioness Kings Clubs.
- To take part in any presentations or static displays at Multiple District Conventions.

Revision No.	1.0	Relates to:	Human Resources
Revision Date	3 February 2014	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer

PERSON PROFILE

The Kings Coordinator should possess the following experience, skills and personal attributes.

Experience

- Current experience in the preparation of strategies and programmes for the Lioness Kings Clubs or similar and relevant activities.
- A sound knowledge and understanding of the Lioness & Lioness Kings Programmes at District and Multiple District level.
- Demonstrated commitment and understanding to the rights of people with disabilities.
- Experience in managing as employees or volunteers.

Skills

- Strong written and oral communications skills.
- Ability to prepare and make professional presentations.
- Ability to order priorities; set and meet deadlines; and present reports in a clear and concise manner.
- Display a genuine caring and compassionate nature and enjoy working with young adults with a disability.
- Ability to form quality and productive partnerships with Qualified Disability Agencies & Specialist Disability Workers relevant to the Lioness Kings individual members.
- Demonstrate an understanding of challenging behaviours and strategies for managing them.

Personal Attributes

- Self-motivated person with the ability to maximise the contribution of members of the Lioness Kings Support Teams.
- A positive and optimistic outlook.
- A caring and empathetic approach.
- An approach that will enhance harmony within the Lioness Kings Clubs and the MD Lioness Committee.
- Understanding of interpersonal relationships and willingness to resolve conflicts, take decisions and implement those decisions.

Revision No.	1.0	Relates to:	Human Resources
Revision Date	3 February 2014	Applies to	Position Holder
Author	Rob Oerlemans	Authorised by	Executive Officer