

Youth of the Year Travel Coordinator

POSITION STATEMENT

The occupant of this position will be responsible to the Youth & Community Projects Manager through the MD201 Youth of the Year Chairperson for:

- Coordinating all tour and travel arrangements for the Youth of the Year State and National winners.
- Working as a member of the MD Youth of the Year Committee to achieve and promote the Committee objectives.

Duties

- Arrange and book flights for the State Winners' tour to the Lions International Youth Camp at Rotorua and the State Winners' tour to the National Winner's home state/locality.
 - Consult with the National Chairperson to establish the itinerary for the trip to the National Winner's home/state/locality.
 - Research airline websites to select the most appropriate flights for the agreed itinerary and make bookings plus any other travel arrangements through the YOTY preferred travel agent.
- Arrange travel insurance for the State and National winners to ALL the Australian and New Zealand destinations through the Lions preferred insurance broker.
- Coordinate the State Winners' travel and accommodation for their participation in the National Final at the MD Convention:
 - In cooperation with the YOTY State Coordinator and/or local designated Lion establish the willingness of an appropriate Lions Club to host the participants.
 - Collate all billeting details for the candidates with this host club and communicate these to the national chairperson.
 - In conjunction with the YOTY preferred travel agent arrange all return flights to the MD Convention Venue for each State Winner.
- Coordinate the State Winners' Tour/Visit to the National Winner's home state/locality January of each year:
 - Communicate with the National Winner's sponsoring Lions Club to confirm the club's willingness to host the state winners.
 - Consult with the National Chairperson and the sponsoring Lions Club to establish the itinerary for the tour.
 - Research airline websites to select the most appropriate flights for the agreed itinerary and make bookings plus any other travel arrangements through the YOTY preferred travel agent.

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- Communicate with the sponsoring Lions Club to finalise billeting arrangements and itineraries in each locality to be visited.
 - Communicate with all State Winners to ensure they are kept fully informed of all arrangements made.
 - Collate all travel, billeting details and local itineraries and communicate these to the Youth and Community Projects Manager, National YOTY Chairperson and all YOTY State Coordinators well in advance of the commencement of the tour.
 - With the club coordinator of the National Winner's sponsoring or host club and with the state coordinator advise the National Australia Bank of the itinerary to enable the organization of a bank hosted reception in the National Winner's home capital city or locality.
- Coordinate the travel and accommodation arrangements for the members of the National YOTY Committee for the annual meeting of this committee at the designated venue.
 - Provide a report to the National YOTY Chairperson on all aspects of the portfolio from time to time as requested.
 - Attend meetings/ teleconferences as arranged by the National YOTY Chairperson.
 - Submit all expense claims for reimbursement to the National YOTY Chairperson for reimbursement.

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PERSON PROFILE

The Youth of the Year Travel Coordinator should possess the following experience, skills And personal attributes.

Experience

- A sound knowledge and understanding of the Youth of the Year Program.
- A demonstrated interest in youth projects – particularly Youth of the Year.
- An understanding of Lions activities at District level - one full term as a District Officer is a minimum requirement.
- An understanding of international and national travel is an advantage.

Skills

- The ability to understand, organize and manage all aspects of the Youth of the Year National and State Winners' travel and tours.
- Good written and communication skills.
- Access to an email account and the ability to use email for business purposes.
- Ability to follow time lines and meet deadlines.
- The ability to work with and gain the cooperation of a wide range of people - from Program contestants and their parents/guardians, to liaison with members of Lions Clubs, fellow MD Committee members and the preferred Youth of the Year Travel Agent.

Personal Attributes

- The ability to work with a diverse range of people.
- A demonstrated affinity towards young people and young people's projects within the community.
- Holds a current Working With Children Clearance certification and any other requirements as per State Legislation to work with youth.
- Ability to work as part of team.
- Good people skills including a willingness to resolve conflicts, take decisions and implement those decisions.
- Access to appropriate technology to manage all aspects of successful communication - both verbal and written, in keeping with current methodology and trends.

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