

## Youth of the Year State Coordinator

*Acceptance of this youth-related role is deemed an undertaking to promote and enforce the Multiple District Child Safe Policy in force from time to time.*

### Responsibilities

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

- promoting the Youth of the Year and Committee objectives within the designated State.
- formulating State goals in conjunction with the District Governors and District Chairpersons and consistent with the goals of the MD Committee.
- coordinating all activities pertaining to Youth of the Year within the State of responsibility.

### Duties

- Assist the District Chairpersons in each State with all matters relating to the Quest by acting as a resource person.
- Hold at least one, and preferably up to three, State meetings with the District Chairpersons.
- Run a yearly training program for District Chairpersons and promote training within Lions Clubs.
- Promote the Quest within the State and encourage all Lions, Lioness & Leo Clubs to become involved.
- Encourage a static display and forum at District conventions.
- Prepare an annual budget for the administration of the Youth of the Year State program and submit to the relevant Districts for approval.
- Manage the expenses of the State budget and submit all expenses to the designated Cabinet Treasurer for reimbursement according to Multiple District Rules of Audit.
- Conduct the State Finals, in consultation with the District Governors and District Chairpersons, and to assist the MD201 Chairperson with the National Finals as requested.
- In the event that the National Winner is from the incumbent's state, arrange travel and accommodation (hosting) and the itinerary for the national Winner to travel overseas, in accordance with the rules of the Multiple District.
- To assist with the arrangements for travel, accommodation and itinerary for the State Winners Tour and to be responsible for student welfare whilst in the coordinators state area, as directed by the MD201 Youth of the Year Chairperson.
- Arrange the involvement of the corporate sponsor in activities within the State.

# Position Statement

## PERSON PROFILE

The Youth of the Year State Coordinator should possess the following experience, skills and personal attributes.

### Experience

- Involvement and experience in organising the Youth of the Year Quest at Club or District level.
- A demonstrated interest in youth projects.
- An understanding of Lions activities at District level - 1 full term as a District Officer is a minimum requirement.
- Experience in liaising with community youth organisations and schools.

### Skills

- Good written and communication skills.
- Ability to meet deadlines and present reports in a clear and concise manner.
- Ability to work with District Chairpersons and District Governors and other Lions officers within the State to set goals, promote the Quest and follow up the achievement of set goals.
- Ability to make presentations and answer questions on all aspects of the Youth of the Year Quest.
- Ability to coordinate the training of District personnel as required.
- Good computer skills and the ability to use e-mail, word processing software, social media and web-based software to communicate with stakeholders and manage the program.

### 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.
- Ability to work as part of a team.
- Capable of working with a range of people and a willingness to involve all members of the Youth of the Year District teams.
- Good people skills including a willingness to resolve conflicts, make 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.

Please note that all nominations to serve on Youth Committees at Multiple District level must be accompanied by a current police clearance.

Revision No.	2.0	Relates to:	Youth of the Year
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Revision Date	18 June 2013	Applies to	Position Holder
Author	Ron Skeen	Authorised by	Y&C Projects Manager