



MD Youth Exchange Chief Coordinator

Job Title:	Multiple District Youth Exchange Chief Coordinator	Job Category:	National
Reports To:	Council of Governors via the MD Secretary	Duration of Role	Three Years
Location:	N/A	Travel Required:	No
MD Budget	Yes Rules of Audit apply	Position Type:	Voluntary
Date Posted:	1 July 2022	Post Expiry:	30 June 2025

Job Description

Role and Responsibilities

Coordination of all aspects of the administration and finances of the MD202 Youth Exchange Program. Promotion of the Youth Exchange Program through the District Youth Exchange Chairpersons. Ensure all aspects of the MD202 Youth Exchange Program are administered according to the policy and procedure of the Multiple District. Coordinate the functions of the MD Youth Exchange Program and assign the Program chairpersons to a specific task within the structure of the committee. Provide a training program for all MD Youth Exchange Program chairpersons. Works with MD Leos Coordinator and MD Speechmakers Coordinator to promote and inter-relate these programs and to develop a coordinated youth package. Establish a communication network between the District Youth Chairpersons to encourage the sharing of ideas and projects. Convene and chair all meetings of the Youth Exchange Committee and ensure all copies of the Minutes are circulated to all relevant personnel. Manage expenditure against the approved budget and to ensure that no expenditure is incurred outside the budget. Monitor all expenses incurred by Program Chairpersons and YEX Greets before submitting them for authorisation to the MD Office. Determine in conjunction with the appointed Travel Agent and the appointed Program chairpersons, the program costs for the year ahead travel program and to organise the distribution of this early in the year of the proposed travel in conjunction with an up to date brochure.

Provide reports to the Council of Governors via the MD Secretary. Provide a complete and confidential annual report to the Council of Governors as to the effectiveness of all committee members and District coordinators.

Qualifications for Role

A comprehensive knowledge of the Lions Clubs International Youth Exchange Program. Involvement and experience in organising all aspects of the Youth Exchange Program. Have fulfilled a minimum of one full term as a Youth Exchange Chairperson on the MD Committee. A demonstrated interest in youth projects. An understanding of Lions activities at all levels within the Multiple District. Experience in relating to the corporate sector, youth professionals and youth. Experience in managing large groups of people. Holds a current Police Clearance to work with Youth.

Preferred Skills

The ability to understand, organise and manage all aspects of the MD Youth Exchange Program.

Good written and communication skills, including the ability to communicate with overseas Youth Exchange personnel.

Ability to meet deadlines and present reports in a clear and concise manner.

Ability to interface with Lions International Camp, Leo's and Speechmaker Coordinators to work as part of the MD Youth Team.

Ability to make presentations and answer questions on all aspects of the Youth Exchange Program.

Ability to utilise financial, material and human resources of the Youth Exchange Committee efficiently and effectively.

High level of presentation skills.

A demonstrated affinity towards young people and young people's projects within the community.

Self-motivated person with the ability to recognise and enhance the contribution of the members of the Youth Exchange Committee.

Ability to work as part of team and in close liaison with MD Secretary and MD Treasurer.

Capable of working with a range of people and a willingness to involve all members of the Youth Exchange Committee.

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.

Document Owner:	Council of Governors
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Related Documents:	