CLUB OPENER POSITION DESCRIPTION

Helping to spread Kiwanis to new communities

PREFERRED EXPERIENCE
• Starting successful club-level membership campaigns
• Opening enduring new clubs
• Comfortable using email, as well as calendar, spreadsheet, word-processing, presentation and project-management software
• Maintaining positive working relationships
• Enhancing others’ skills and productivity
• Managing conflict

PREFERRED ATTRIBUTES & SKILLS
• Positive and dedicated
• Committed to opening new Kiwanis clubs as a certified club opener
• Member of a club that has maintained or increased its membership
• Effective team-builder, recruiter and motivator
• Supportive and encouraging of other team members
• Diplomatic
• Firm, decisive and practical
• Organized
• Communicates effectively
• Educates others about Kiwanis
• Innovative problem-solver
• Exhibits sound judgment

RESPONSIBILITIES
• Work closely with the lieutenant governor and certified club counselor to identify sites, develop strategies and create a timetable for opening new clubs
• Provide regular reports to the district chair and the lieutenant governor
• Participate in membership planning meetings with lieutenant governors at trainings and conventions
• Lead the club-opening process, in collaboration with the club counselor and lieutenant governor
• Act as the ambassador for club organization
• Identify at least one new-club site in your division per year
• Mentor additional club openers

COMMITMENTS:
• Serve as a club opener for a minimum of two years
• Travel to new club sites within your division
• Attend district or division events

This is a voluntary position. We appreciate your dedication to Kiwanis and your community. Thank you.