

# LEADERSHIP DEVELOPMENT COORDINATOR

You were selected as leadership development coordinator because you exemplify growth, mentorship and service. In this role, you'll equip club and division leaders with the tools and confidence to succeed, helping build a stronger, more informed Kiwanis leadership team ready to serve with purpose.

## RESPONSIBILITIES

The Leadership Development Coordinator (LDC) ensures club and division leaders are well-trained and supported. This includes organizing Club Leadership Education (CLE), supporting lieutenant governor training, managing certified instructors, and ensuring alignment with Kiwanis International's mission.

## PREFERRED SKILLS

- Leadership and team management
- Organization and planning
- Clear verbal communication
- Confident public speaking
- Collaboration with volunteers
- Group facilitation techniques
- Comfort with technology tools
- Strong time management

## DUTIES

- Plan and deliver CLE for presidents, treasurers, secretaries and membership chairs.
- Recruit, certify and manage certified instructors.
- Organize "Train the Trainer" sessions and ensure consistency in delivery.
- Work with the district governor-elect to align training with district goals.
- Track CLE participation and report completions to Kiwanis International.
- Collaborate with lieutenant governors and regional leaders.
- Collect and respond to training feedback for continuous improvement.
- Coordinate or support training for lieutenant governors.
- Promote awareness of available Kiwanis leadership resources.
- Ensure curriculum follows Kiwanis International policy and content.

## DELEGATION/OVERSIGHT

- **CLE session facilitation:** Oversees certified instructors who deliver sessions in-person or online.
- **Instructor recruitment and certification:** Delegates parts of recruitment/mentoring to certified instructors.
- **Train-the-Trainer workshops:** Oversees content and quality; may delegate facilitation to qualified certified instructors.
- **Session scheduling:** Coordinates with lieutenant governors or district leaders.
- **Attendance tracking:** Oversees collection of training data; may delegate attendance reporting to certified instructors.
- **Leader training beyond CLE:** Shares responsibility with governor-elect for district board or lieutenant governor training.



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