# ROTARY INTERNATIONAL DISTRICT 5150 JOB DESCRIPTION

## DISTRICT TRAINING COORDINATOR

#### **ROLE:**

To coordinate, implement and evaluate the training tools needed to empower the District's Rotarians to provide the Clubs' programs and services.

#### **RESPONSIBILITIES:**

- \* To initiate a dialogue with the District Governor and Governor-Elect to determine objectives, goals and parameters to consider when establishing the annual training plan.
- \* To serve as chair of the District Training Committee to provide training and coordination within the District.
- \* To identify and develop the talent needed to implement the training plan.
- \* To consider, explore and develop multiple facilitation models of training delivery.
- \* To establish as annual training plan, schedule and budget.
- \* To ensure proper implementation of training plan, including administration, promotion, logistical support for training events and evaluation.
- \* To serve on the team to plan, implement and evaluate the District Assembly, Conference, and other District-level events as needed.
- \* To serve on the District Leadership Team and other teams which might have a training component.
- \* To attend meetings/trainings as needed to support the trainers.
- \* To support other needs as assigned by the District Governor.

### **QUALIFICATIONS:**

Active membership in good standing with a Rotary club for at least three years.

A Rotarian who is knowledgeable, current and experiences in Rotary's programs. Being a skilled trainer, facilitator and communicator or has transferrable skills in training

and education is preferred. Must be detailed oriented.

**TERM OF OFFICE**: 3 years- at the discretion of the standing District Governor