

DISTRICT PRLS PROGRAM DIRECTOR

ROLE:

The Director of District 5150's **Potential Rotary Leaders Seminars (PRLS)** Program is in charge of developing, organizing and coordinating the delivery of the PRLS curriculum consisting of one introductory and five advanced seminars on topics ranging from time management and public speaking to goal planning and project management. He/she is responsible for all training of the faculty, preparation and delivery of the classes, procuring and storing of supplies, arranging for catering, and, in coordination with the District Treasurer, handling all aspects of program accounting.

RESPONSIBILITIES:

The position requires a time commitment of about 5 hours per week on average with activity going higher before and after each of the PRLS workshops themselves.

(a) Training and recruiting of faculty (20% of the job)

Identify PRLS capable graduates

- *Approach for interest

- *Have initial "shadowing" class – coach for technique awareness.

- *Have candidate co-teach one module of PRLS intro class – coach performance

Training current faculty

- * Have periodic refresher event

- * Coach (in a positive results oriented manner) each faculty member each time they teach

(b) Delivery of the PRLS and Master PRLS classes (30% of the time for the job)

(c) Financial Accounting (15% of the time for the job)

Collect and record participant payments (cash, checks and Paypal)

Prepare financial summary with complete documentation including cash, checks, and receipts and submit to District Treasurer for processing and, if necessary, reimbursement.

(d) Recruiting and coordinating for PRLS classes (35% of the time for the job)

- Scheduling and planning classes
- Advertising and recruiting particip
- Coordinating caterer for the class
- Preparing all class materials
- Arrange for facility to hold the class

QUALIFICATIONS:

Have been a Rotarian in good standing with your club for at least five years.

Have attended the Introductory PRLS class as well as all five Master PRLS classes and graduated.

Have at least one year experience as a PRLS faculty member.

Having exemplary public speaking and facilitation skills is a must.

Have organizational abilities to keep lists and organize materials.

Have coaching skills in a positive frame.

LOVE PRLS!

TERM OF OFFICE: ___3___ years- at the discretion of the standing District Governor