



Avenue of Service: Youth Service

Job Description

Position: Youth Protection Officer

Authority and Responsibility

The Board of Directors is the legal authority for RI District 5360. As a member of the Club's Youth Service Committee, a Youth Protection Officer acts in a position of trust for the club's membership and is responsible for the effective governance and implementation of the youth protection program on behalf of Rotary International District 5360.

Requirements

Requirements of Youth Protection Officer include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of youth protection.
3. Willingness to serve as YPO.
4. Attendance at Club Youth Service meetings.
5. Attendance at Youth Service Training session.
6. Support of special District Youth Protection events.

Term

Youth Protection Officers serve for a two year term. YPOs may be released at the end of the elected term, or by mutual agreement be re-signed for an additional 2 year term.

Key Responsibilities

- Facilitate the RCMP and Calgary Police Service (CPS) Police Information Check (PIC) for club members and non-Rotarian volunteers including host families
- Ensure proper completion of PIC and witnessing applicant's signature thereof
- Submit completed PIC and appropriate identification to District Support
- Be in receipt of reporting documents from District Support and ensure club members are in compliance
- Facilitate Youth Protection Awareness Training for all volunteers (Rotarian and non-Rotarian) who are involved in Rotary's Youth Service programs
- Ensure the club is in compliance with District 5360 Youth Protection Policies and Procedures
- Communicate and liaise with YEX Chair / District Support on all Youth Protection matters
- Act as Youth Program Ambassador at the club and within the community