**Rotary District 5470 Job Description:**

**DISTRICT TRAINER**

This position is responsible to plan, oversee, and often present during at least four conferences a year: District Conference, PETS Conference, and two District Assemblies. A new series of leadership and foundation trainings have begun and need the support of this position.

Skills required: Passionate about the benefits of Rotary; successful teaching/presenting experience; comfortable with MSWord, PowerPoint, and Excel; ability to use internet resources such as Survey Monkey and Rotary websites for surveys, communication, resources, and marketing of conferences; ability to develop and follow conference budgets and submit invoices for reimbursement electronically; ability to collaborate with a diverse group of presenters and District Leadership Team; great organizational skills; some experience negotiating for conference facilities, meals, hotel rooms, and related costs.

This position has three components:

**Educator:**

* This person needs to be an experienced teacher, trainer, or presenter who can apply the fundamentals of adult education to create effective, valuable workshops.
* This person needs to be able to coach less experienced presenters and workshop leaders so that their skills meet the needs of the Rotarians they are training.
* It is best to be experienced with presentation technology, both software and hardware, in order to coordinate it at the four or more annual conferences.
* This position requires advance planning, collaboration with district committee chairs, following the guidance of surveys and the wishes of the District Governor and District Governor Elect in arranging workshops and speakers.

**Training Coordinator/Recruiter:**

* Traditionally, the district committee chairs work with the Trainer to provide effective workshop presenters on their topics: Service, Public Image, Membership, Foundation, New Generations... In addition, the District Secretary and Treasurer lead trainings for their counterparts at the club level as needed.
* With advance planning, the District Leadership Team recruits committee members or club leaders strong in specific areas to lead workshops and breakout sessions.
* The Trainer also recruits Rotarians with technology experience to ensure that laptop computers, internet connections, and LCD projectors are working for presenters with adequate screens, small table, and electrical outlets.
* The High Country PETS training in late February is done with four other districts and the Trainer is on the steering committee for this event. There is approximately 5 hours of District 5470 training for PEs and PENs during this 3-day conference and up to four hours of 5470 AG training time available for presentations.

**Conference Planner:**

* Beginning a year prior to a conference or assembly, the Trainer confers with District Leadership Team to establish possible locations and dates for the District Conference and District Assemblies.
* The Trainer contacts the potential facilities to obtain proposals that can be compared so sites are selected that are reasonably priced. Final site selection may be up to the Trainer, District Governor, District Governor Elect, and/or Committee Chairs. We avoid tax season, Mother’s Day weekend, and major graduations whenever possible for Assemblies.
* Conferences in centers require separate negotiations with area hotels for Rotary room block discounts.
* Meals are planned to include options for special food needs.
* Registration is coordinated with the District Treasurer and Registrar.
* Items such as folders or bags are ordered by the Trainer and this position ensures the conference program and other materials are in them at registration.