

# APPENDIX B

## Rotary International District 5580 Club Youth Protection Officer (CYPO) Job Description

**RESPONSIBLE TO:** Club President and the District Youth Protection Officer

**MAIN PURPOSE OF JOB:** To insure the CYPO's Rotary Club is in compliance with all the District Youth Protection Policy and that Youth who participate are protected from abuse.

**SKILLS REQUIRED:**

- ✓ Approachable with friendly manner
- ✓ Good listener
- ✓ Well organized
- ✓ Motivated
- ✓ Trained by DYPO or other responsible and trained Rotarian familiar with District Youth Protection Policies and practices.
- ✓ Meet all requirements of a Certified Volunteer.
- ✓ Proficient with Hotline procedures and checklists.
- ✓ Prepared to pass on concerns to professional agencies when necessary.

**MAIN DUTIES AND RESPONSIBILITIES:**

- Assure that Certified Volunteers are trained in Youth Protection and how to respond to an abuse or neglect allegation as required by the District Youth Protection Policy.
- Arrange to have all volunteers who are required to be certified because of significant involvement with youth complete and submit the **Youth Volunteer**
- **Application and Background Check Form** contained in **Appendix C** to this Policy.
- Submit background check requests and receive information from DYPO concerning the results of background checks on individuals seeking to become Certified Volunteers.
- Follow the District's **Abuse and Neglect Reporting Guidelines**. Report all cases of suspected abuse or neglect to the District Youth Protection Officer or the District Governor immediately for investigation. In Canada, where it is determined that there are reasonable grounds to suspect that a child is in need of protection within the meaning of the Child and Family Services Act, R.S.O. 1990, CHAPTER C.11, the Club and the volunteer or volunteers providing the source of those reasonable grounds shall report their suspicions and the reasonable grounds to support them to a local Children's Aid Society.
- Immediately report all serious incidents (accidents, crimes, death) involving any Youth to the District Youth Protection Officer or the District Governor.
- The CYPO may, at the election of a club, also serve as the club's Youth Exchange Officer.