

APPENDIX A

Rotary International District 5580 District Youth Protection Officer (DYPO) United States and Canada - Job Description

RESPONSIBLE TO: District Governor

MAIN PURPOSE OF JOB: To insure that all Rotary Clubs are in compliance with the District Youth Protection Policy and that Youth who participate in Rotary Youth activities are protected from harassment and abuse. Recommend to District leadership updates and changes to the District Youth Protection Policy and procedures as needed.

SKILLS REQUIRED:

- ✓ Approachable with friendly manner
- ✓ Good listener
- ✓ Well organized
- ✓ Motivated
- ✓ Familiar with state, federal, and Rotary International youth protection policies and practices.
- ✓ Proficient with Hotline procedures and checklists.
- ✓ Prepared to pass on concerns to professional agencies when necessary.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist Clubs in the recruitment and selection of Club Youth Protection Officers.
- Assist in recruiting, selecting, and training of an Assistant District Youth Protection Officer who will function as a back-up and to ensure succession planning.
- Maintain familiarity with current state, federal and Rotary youth protection policies, laws, practices and ethics.
- Follow the District's ***Abuse and Neglect Reporting Guidelines***. Report all cases of suspected abuse or neglect to the District Governor and Rotary International within 72 hours. 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 District Youth Protection Officer must confirm that the Club and the volunteer or volunteers providing the source of those reasonable grounds have reported their suspicions and the reasonable grounds to support them to a local Children's Aid Society.
- Ensure Club Youth Protection Officers are trained and do club training
- Monitor clubs for compliance with the District Youth Protection Policy and procedures, rules

and regulations.

- Direct concerns and allegations of abuse or neglect to the proper authorities
- Maintain data base of Certified Clubs within the District.
- Communicate with individual Volunteers and Club Youth Protection officers concerning the Certification status of Volunteers.
- Develop and distribute training materials.
- Participate as a member of the District Youth Protection Committee.
- In conjunction with the District Youth Exchange Officer, develop a calendar for online or person-to-person training and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur, and how training will be conducted.
- Establish guidelines to ensure that all those required to be trained have participated in training.
- Assist the District in maintaining records of participation to ensure compliance.
- Conduct independent investigations per RI and District policy to the extent that it does not interfere with other investigations.
- Comply with all Rotary International policies and procedures governing reporting allegations of abuse and neglect.