

ROTARY INTERNATIONAL DISTRICT 5500
JOB DESCRIPTION
RYLA CHAIR

ROLE:

Responsible for planning, promoting, and leading the annual RYLA workshop for District 5500, modeling values and behavior consistent with Rotary and the 4-Way Test. This is done with the help of a 6-10-person Admin Team recruited and led by the Chair.

RESPONSIBILITIES:

- Develop and manage to a budget for the event, sign contracts with bus companies and camp facility, and work with the District Treasurer to pay expenses
- Develop and execute a program consistent with the RYLA goals as stated in the RI guide, recruit instructors to teach workshop modules, prepare outlines for the modules, and ensure handout material is printed and available for use.
- Communicate with District leaders, Club Presidents and RYLA points of contact, RYLA delegates and their parents, instructors, Jr Counselors and Adult Advisors about the RYLA program, plans, deadlines for delegate registration, and status on registration.
- Recruit, interview, select and train candidates for Jr Counselor and Adult Advisor positions
- Maintain the RYLA page on the District 5500 website with updated application forms, RYLA brochure and calendar for Club Presidents, and general information about the event.
- Provide a web-based application process for the use by delegates, Jr Counselor and Adult Advisor candidates
- Purchase materials and equipment needed for the program
- Manage detailed logistics for the weekend, including cabin and team assignments, distribution of name tags and sweatshirts, distribution of snacks, and general trouble shooting during the weekend.
- Speak to Rotary Clubs and at District Events about the RYLA program, as requested
- Ensure a safe and secure environment for everyone attending RYLA, being prepared to handle minor medical needs and verifying all adults working with delegates have been criminal background checked.

QUALIFICATIONS: Able to build and lead a team, good written communication and presentation skills, well-organized with attention to detail, can develop and manage a \$50K budget, is energetic and enthusiastic about the program.

TERM OF OFFICE: Two years

Time commitment: February – June: 10-20 hours/month; July – October: 20-40 hours/month; November-January: 40-60 hours/month