

Youth Protection Officer (YPO)

Job Description & Duties

The position of Youth Protection Officer within the club was created to ensure the club is actively fulfilling the requirements contained in the Youth Protection Policy; to keep club management informed of any issues affecting Youth Services and Youth Protection activities; and to ensure that club members have fulfilled their individual requirements under the policy.

The YPO will ensure that the club maintains its status as a Certified Club within the Districts Youth Protection Policy Requirements. This process is initiated by the District with an E-mail sent to the President elect requesting they identify their club YPO and Youth Services Chair. Once the President elect identifies these positions an automated message is sent to all three (President, YPO & YS Chair) requesting they acknowledge the club follows the Rotary rules for working with youth. Once all three have acknowledged this statement the club is certified for the upcoming Rotary year. These acknowledgements should be completed prior to July 1st each year.

The YPO will ensure that they themselves, the Club President Elect and the Club Youth Services Chair are fully youth protection certified Rotarians. If they are not already certified they must complete the full process to include:

- Youth Protection Awareness Training
- Youth Services Volunteer Application/Affidavit
- Personal Interview – should be conducted by the YPO or designee
- 3 Reference Interviews
- LiveScan Fingerprint Criminal Background Check (CBC)

The YPO will work with members of the club to ensure all Rotarians have taken the Youth Protection Awareness course. This is typically a Red Badge requirement and the YPO would send the training link to new Rotarians as they join the club.

The YPO is responsible for conducting personal interviews (in-person or via video meeting) for all club members completing the full certification process.

The YPO will monitor District Records to ensure that individual requirements have been met. The YPO will remind and ensure those who require more than the minimum training, due to their club or district job assignments, have fulfilled their requirements.

Each YPO should have access to the District 5170 Youth Protection Management system. If you don't have access, or don't remember how to access the system please contact the District Youth Protection Officer for assistance; Scot Smithee at smithee@garlic.com