



APPENDIX B

DISTRICT 7780 District Protection Officer (DPO) Job Description

RESPONSIBLE TO: District Governor

MAIN PURPOSE OF JOB: To insure the all Rotary Clubs are in compliance with Protection policies of District 7780 and that individuals (youth and other vulnerable persons) who participate in Rotary sponsored programs are protected from abuse. To recommend to district leadership updates and changes in the protection policies 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.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Host workshops / roundtables throughout the district delivering training on state, federal and Rotary International youth protection policies, procedures, and Practices for Club Protection Officers (CPO).
2. Select, orient, train, and acknowledge CPO's.
3. Recruit, interview, select, orient, train, retain and recognize an Assistant DPO to function as a back-up and to ensure succession planning.
4. Maintain familiarity with current state, federal and Rotary Protection practices and legislation.
5. Monitor the activities, duties, and responsibilities of the CPO.
6. Monitor youth protection procedures, rules and regulations.
7. Ensure that the complaint procedures are met and see the procedures through to the final decision in the event of a complaint being made.
8. Maintain complaint procedures.
9. Maintain data base of certified Club Protection Officers and certified clubs within the District.
10. Assist with training Club Protection Officers.
11. Assist with development and distribution of training materials.