

**District 5020
Club Youth Protection Officer
Job Description**

Overview and Objectives:

The Club Youth Protection Officer is responsible for ensuring that their club remains in compliance with all District and Rotary International Youth Protection requirements, related but not limited to any and all youth related programs such as Rotary Youth Exchange, RYLA, Interact, Rotaract, Earlyact and any youth program associated with school system.

Responsibilities:

- Read and be familiar with the [Rotary Youth Protection Guide \(775en\)](#)
- Read and be familiar with [Rotary District 5020 Youth Protection Policy](#)
- Monitors changes in local laws related to youth protection, as well as any changes in RI policies, and relays them to the club president and district program chairs
- Works with the club to inform all Rotarians of their youth protection obligations
- Confirms that appropriate screening measures are conducted for all youth programs, in compliance with Rotary policies and local laws
- Oversees the selection of Rotarian and non-Rotarian volunteers and ensure that volunteer screening is documented appropriately in the Youth Volunteer Management (YVM) system
- Ensures that appropriate training is provided to Rotarians, other volunteers, and youth program participants
- Oversees proper handling of allegations and protect the interests of all who are involved
- Maintains records of all allegations of abuse, harassment, or other crises in the YVM system
- Ensures that Club Presidents, President-Elect, Youth Services Chair, and other Club Officers are individually certified and understand their responsibilities for youth protection
- Immediately reports any allegations of sexual abuse or harassment to the District Youth Protection Officer
- Chairs the Club Youth Protection Committee (if one exists).
- Utilizes the Youth Exchange Administrative Hub (YEAH) to track screened youth exchange volunteers and their current documentation status.
- Utilizes the YVM system to track all other screened youth program volunteers
- Maintains liaison with the Rotary District 5020 YPO
- In conjunction with Area Trainers, conducts a Youth Protection training session at a regular Club meeting at least once per year.

Qualifications

- Competent computer skills
- Ability to learn and navigate a new database. Prior experience using a database is preferred
- Ability to articulate the rationale behind the use of the YVM system and the benefits of using the database to the clubs and their program volunteers
- Be a Rotarian in good standing.
- Be individually youth protection certified
- Complete training on the YVM system.