



STRONGER TOGETHER

Youth Leading a Healthier, Kinder, Greener Future

RYLA TEAM LEADS - ROLES & RESPONSIBILITIES

RYLA Country Coordinator (Team Lead)

The Coordinator serves as the primary leader and point of accountability for the country's RYLA program.

- Provides overall leadership, direction, and supervision of the country RYLA team
- Ensures full compliance with Rotary Youth Protection policies and District 7030 RYLA standards.
- Liaises with the District RYLA Chair and submits required reports, updates, and evaluations.
- Oversees budgeting, financial management, and documentation.
- Sends updates to clubs
- Coordinates participant recruitment, selection, and communication with clubs, schools, and the community
- Leads post-event debriefing and recommendations

Logistics Lead

Ensures smooth, safe, and efficient event operations.

- Venue setup, equipment, signage, and materials
- Transportation coordination and route safety
- Meals, catering, dietary needs, hydration stations
- Registration, check-in/check-out flow
- Vendor coordination and contingency planning





STRONGER TOGETHER

Youth Leading a Healthier, Kinder, Greener Future

Safeguarding / Youth Protection Lead

Maintains full compliance with Rotary Youth Protection standards.

- Verifies Youth Protection certification for all volunteers
- Leads safeguarding briefings and enforce supervision ratios
- Manages incident response protocols
- Secures data handling
- Serves as designated point for reporting concerns

Program / Facilitator Lead

Ensures the curriculum is delivered and aligned with Rotary values.

- Develops program schedule and session flow
- Recruits and brief facilitators and speakers
- Provides facilitator guides and activity materials
- Monitors engagement and adjust sessions as needed
- Ensures DEI principles are embedded throughout
- Ensures the curriculum is delivered and aligned with Rotary values and district themes.





STRONGER TOGETHER

Youth Leading a Healthier, Kinder, Greener Future

Communications Lead

Manages all internal and external communication.

- Sends updates to participants and volunteers
- Maintains WhatsApp groups, email lists, and notice boards
- Coordinates announcements and schedule changes
- Prepares branded materials and certificates
- Supports crisis communication and aligns messaging with district standards

Finance Lead

Ensures transparent and compliant financial management.

- Prepares and monitors event budget
- Tracks income, expenses, receipts, and invoices
- Coordinates vendor payments
- Supports registration fee collection
- Provides financial summary to Country Coordinator and District RYLA Chair





STRONGER TOGETHER

Youth Leading a Healthier, Kinder, Greener Future

Volunteer Manager

Recruits, trains, and supervises volunteers.

- Assigns roles and manages volunteer schedules
- Conducts orientation on expectations and safeguarding
- Monitors performance and provides support
- Ensures volunteers model Rotary values
- Coordinates volunteer recognition

Public Image Lead

Showcases RYLA's impact and strengthens Rotary visibility.

- Develops and customizes materials for identifying business and institutional partners
- Captures photos and videos
- Manages social media updates and event highlights
- Prepares press releases and media coverage
- Ensures Rotary branding and youth protection compliance
- Collects testimonials and maintains media archives



Rotary
District 7030



rotary
youth
leadership
awards

STRONGER TOGETHER

Youth Leading a Healthier, Kinder, Greener Future



Email: RYLA@rotarydistrict7030.org