

## **DISTRICT 6330 YOUTH PROTECTION OFFICER JOB DESCRIPTION**

### **ORGANIZATIONAL RELATIONSHIP**

The District Youth Protection Officer (YPO) is appointed by and responsible to the District Chair and is directed by the District Youth Exchange established policy.

### **JOB SUMMARY**

The District Youth Protection Officer is responsible for the development and dissemination of youth protection policy and training within the District's Youth Exchange Program. He or she shall coordinate the efforts of Club Youth Exchange Officers/Counselors or Youth Protection Officers to ensure that youth protection policies and procedures are being followed by Clubs within the District. The District Youth Protection Officer shall work with other RI and District Executive Members in managing the investigation and resolution of complaints of harassment and abuse against youth.

### **MAJOR DUTIES AND RESPONSIBILITY FOR PERFORMANCE**

Duties include:

- Liaises with Rotary International on Youth Protection practices and initiatives
- Develops, undertakes an annual review of, and disseminates the District Youth Protection Policies, ensuring currency and compliance with RI requirements
- Acts as key contact for inbound/outbound students and for hosting clubs on youth protection concerns or questions
- Ascertains Youth Protection training requirements and develops an annual schedule of training
- Prepares and facilitates the delivery of "harassment and abuse" training to:
  - District Governor
  - District Youth Exchange Committee Members
  - Club Youth Exchange Officers, and Club Youth Exchange Counselors
  - Inbound Students hosted by the District
  - Outbound Students from the District
- Maintains records of Youth Protection training provided at District level
- May audit records of Youth Protection training provided at Club level
- Monitors compliance with certification requirements and grants club certifications in accordance with the Youth Protection Policy
- Monitors club compliance to ensure the criteria for Youth Exchange Officers, Youth Exchange Counselors and Club Youth Protection Officers under the Youth Protection Policy is observed
- Establishes procedures for reporting, investigation and proper management of allegations
- Assists the District leadership in determining appropriate actions in incident response

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- Ensures all serious accidents or incidents or allegations (including, but not limited to, harassment, abuse, crime, injury, death) are reported to RI (and to Central States Rotary if involving a Youth Exchange student) within the required timeline
- Participates on the District level committee struck to deal with any complaint requiring investigation

### **RECOMMENDED QUALIFICATIONS**

Individuals serving as District Youth Protection Officer should have experience in policy development, compliance and training. He or she should have an understanding of the legal concepts of harassment and abuse, and experience in conducting legally compliant investigations of harassment and abuse complaints.

### **DETAILS OF TASKS BY ROTARY YEAR**

#### **July**

- Review Youth Protection policies to ensure adequacy and compliance with RI requirements.
- Finalizes schedule of training for YEO/YEC/YPO club representatives
- Updates training for delivery in the Rotary Year, including YPO contact materials and disseminates club based training materials

#### **August**

- Prepares and delivers youth protection training for YEO Training Workshop (Grand Bend).

#### **September**

- Prepares and delivers youth protection training for Inbound Youth Exchange Students (Presqu'île Conference).

#### **March**

- Prepares and delivers youth protection training for Outbound Youth Exchange Students (Great Expectations Orientation Conference)

#### **April**

- Presents and seeks approval for any proposed youth protection policy changes to District Assembly
- Communication soliciting certification applications from clubs for next Rotary Year

#### **May**

- Obtain and audit new Club YEO Information Sheets and Club Compliance forms. Give notice of certification status.