

REGIONAL TRAINER

DESCRIPTION OF JOB PURPOSE AND OBJECTIVES

The purpose of the Sertoma Regional Trainer (RT) position is to increase the regional training resources available to develop Sertoma members by coordinated, targeted, quality presentations by Sertoma volunteers utilizing the curriculum and materials provided or approved by Sertoma. It is a leadership development activity to engage members who possess an interest and ability to present and train at the regional, district, or club levels of the organization. The RT Program provides qualified individuals basic education and experience to develop them as trainers and presenters. These skills are used to support Sertoma's mission through education and support of our members.

Certified Trainers report to the Executive Director, whom coordinates procedures with the input of the Sertoma Leadership Institute Advisory Committee (SLIAC) Chair.

TASKS AND DUTIES

- Conduct training for new clubs as assigned.
- Provide club counseling where authorized by the Sertoma Executive Director.
- Assist Sertoma officers and elected representatives in conducting meetings, inter-clubs, conferences, and conventions.
- Present Sertoma programs to clubs, districts, conferences or conventions when requested.
- Share lesson plans with SLIAC Chair for review.
- Avoid political activity in all Sertoma elections while training.

QUALIFICATIONS AND REQUIREMENTS

- Completion of an application on a form provided by Sertoma.
- A Sertoma club member in good standing.
- Utilize the curriculum and materials provided or approved by Sertoma.
- Research available Sertoma training resources on the web site.
- Good working knowledge of Sertoma, at the club, district and national levels.
- Prior training experience desirable.
- Able to follow instructions and travel within the district and region.
- Completion of a training program recommended by SLIAC.
- Recommendation for designation by SLIAC and approval by the Executive Director.
- Completion of requirements for retention of Regional Trainer status as recommended by SLIAC.

EVALUATION

All presentations by Regional Trainers are evaluated on a form approved by Sertoma and are reviewed by SLIAC.



REGIONAL TRAINER APPLICATION

Name: _____

Club Name: _____ Sertoman Since: _____

District: _____ Region: _____

Daytime Phone: _____ Fax Number: _____

Email: _____

Sertoma Offices Held

Club: _____

District: _____

Other: _____

Sertoma Awards Earned: _____

Professional/Occupational Background:

Training Background:

Sertoma References/Phone Numbers/Email:

1: _____

2: _____

3: _____



Sertoma Topics of Interest:

Time you could devote to Sertoma Training Activities each year: _____

Are you interested in training:

- In your own Region?
- Anywhere?
- At the Club level?
- At the District level?
- At any level?

List any Sertoma Training sessions conducted during the past two years:

Why you would be a great Sertoma Regional Trainer:

Submit completed form to:

Sertoma - 1912 E. Meyer Blvd, - Kansas City, MO 64132-1174
Fax (816) 333-4320 - Phone (816) 333-8300 - Email infosertoma@sertomahq.org

