

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

Overview and Objectives:

The District Youth Protection Officer is responsible for ensuring that Rotary District 5020 remains compliant with all District and Rotary International Youth Protection requirements related to but not limited to any and all youth programs such as Rotary Youth Exchange, RYLA, Interact, Rotaract, Earlyact and any youth programs associated with schools. This position reports to the District Governor.

Term of Appointment:

The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

Responsibilities:

- Knowledge and understanding of [Rotary Youth Protection Guide \(775en\)](#)
- Knowledge and understanding of [Rotary District 5020 Youth Protection Policy](#)
- Monitors changes in local laws related to youth protection, as well as any changes in RI policies, and communicates changes to the Club Youth Protection Officers (YPOs).
- Reviews the District Youth Protection policy annually to ensure that it meets all Rotary International, State, Provincial and National requirements.
- Chairs the District Youth Protection Committee.
- In conjunction with the District Trainer, ensures Area Trainers conduct a Youth Protection training session at a regular Club meeting at least once per year.
- Ensures that District Council members are individually certified and understand their responsibilities for youth protection.
- Works with the District trainer to ensure that appropriate training is developed and maintained for Rotarians, other volunteers, and youth program participants
- Trains Club YPOs on use of WESSEX Youth Protection Administration (YPA) system
- Utilizes YEAH to track screened youth exchange volunteer compliance and utilizes the WESSEX YPA system to track all other screened youth program volunteers
- Works with the Assistant Governors to assist the clubs in meeting youth protection compliance expectations
- Confirms appropriate screening measures are conducted for all youth programs, in order to meet compliance with Rotary policies and local laws
- Enters incoming club president-elect information into the Western States Student Exchange (WESSEX) Club Certification Administration (CCA) system and monitor club compliance progress.
- Works with the District Governor to maintain an incident response plan for youth protection incidents.
- Reports all incident allegations to the District Governor
- Oversees process in addressing incident allegations and protecting the interests of all who are involved
- Maintains records of all allegations of abuse, harassment, or other crises in the WESSEX YPA and/or Youth Exchange Administrative Hub (YEAH) systems.
- Submits committee reports for District Council
- Attends District Council meetings
- Communicates at least quarterly with all Club YPOs.

Qualifications:

- Competent computer skills
- Effective verbal and written communication 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 WESSEX YPA and YEAH systems and the benefits of using the database to the clubs and their program volunteers
- Individual certification for AIRCON (Application, Interview, Reference Checks, Criminal Background/Record Check, Online Youth Protection Awareness Training, National Sex Officer Registry Check) in the YEAH system
- Completion of training to administer the WESSEX YPA and CCS systems.
- Completion of training to administer the YEAH system in monitoring youth exchange compliance
- Ability to travel to/from Canada/USA
- Service as a Rotarian in good standing