

## **Rotary District 7610**

### **District Youth Protection Officer**

#### Job Description

**Purpose:** To coordinate matters related to ensuring the safety and protection of youth and adults participating in all district Rotary programs.

**Qualifications:** The appointee must undergo a criminal background check and complete all training required by the District 7610, ESSEX, Rotary International and the Youth Exchange Program Handbook.

**Duties and Responsibilities:** Appointed by and working under the direction of the District Governor or designee, the individual works directly with District Leaders, District Youth Program personnel and ESSEX personnel to perform the specified in the ESSEX Youth Exchange Program Handbook. Duties include but are not limited to:

- ❖ Communicate to clubs, district leaders and youth programs personnel to interpret requirements and principles designed to assure youth safety and protection, consistent with Rotary International Guidelines and the District 7610 Youth Protection Policy. This includes emergency reporting requirements, annual club certification requirements, background check and/or youth protection education certification requirements;
- ❖ Manage communications and submission of applications for required Criminal Background Checks program for non-Youth Exchange volunteers within the District;
- ❖ Work with the ESSEX Youth Protection Officer on submission of background check affidavits and maintains an annual compilation of cleared district personnel;

- ❖ Receive reports of concern from youth or adults about youth protection matters, taking the appropriate action to inform the District Governor and/or external agencies as the situation warrants and in accordance with District 7610 Youth Abuse and Harassment Allegation Reporting Guidelines and ESSEX;
- ❖ Work collaboratively with the Youth Exchange Protection Officer to obtain and provide back-up staffing for the District Youth Protection Officer function as needed;
- ❖ Prepare and conduct training on the District's Youth Protection Policy and principles of Youth Protection for clubs and district personnel as needed in accordance with District 7610 Youth Protection Policy;
- ❖ Serve on the District Youth Protection Committee.