

California Lions Multiple District Four



Global Service Team Coordinator Job Description

JOB SUMMARY

The Multiple District 4 (MD4) Global Service Team (GST) Coordinator is responsible for service development throughout MD4 to facilitate MD4's and the Districts' capacity to enhance service visibility, meet community needs and achieve their goals. The GST trains, coaches and mentors District Coordinators to address identified needs. Assists with problem solving and remediating constraints and barriers that impede progress. The MD4 GST Coordinator provides guidance, training, and assistance to District teams to establish systems to identify, develop and nurture service.

The MD4 GST assigns tasks to the members of the MD4 GST Team, reviews progress and provides direction and assistance needed to accomplish goals. Request assistance from committee members and Lions throughout MD4 to address constraints and barriers to the leadership development, growth of membership, and achievement of goals.

Global Service Team Coordinator (GST) reports to the Global Action Team Chairperson (Council Chairperson). The MD4 GST is a member of the MD4 GAT.

Roles and Responsibilities

Leadership and Communication:

- Collaborate with the MD4 NAMI Champion, Global Membership Team (GMT) Coordinator, Global Leadership Team (GLT) Coordinator, and Global Action Team Chairperson (Council Chairperson) to further Lions Clubs International and MD4 goals and initiatives. Activities performed focus on service development, expanding humanitarian service and membership growth to meet needs identified by the Districts and the Council of Governors. Support local community service projects that create a sense of belonging and pride to the Lions and Leos in MD4.
- Hold regular scheduled meetings with GST District Coordinators. Establish meeting expectations and procedures to maintain effective and efficient meetings. Follow up with GST District Coordinators as needed. Keep the Council of Governors informed of successes and concerns in a timely manner.
- Ensure Council of Governors and District GST Coordinators are aware of available Lions Clubs International and Lions Clubs International Foundation service programs, partnerships, and grants.
- Promote hands-on service opportunities/ ideas and resources available to Lions through multiple media resources. Examples include but are not limited to: social media, newsletters, Council of Governors, Vice-District Governors, Cabinet Secretaries, websites, and other scheduled meetings and events. Request assistance from the Marketing Communications Committee to promote hands-on service opportunities/ideas and resources available throughout MD4 and within the Districts.

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- Serve as a resource and content expert for best practices in service project implementation. Provide information and resources on new and innovative ways to serve. Encourage GST District Coordinators to promote hands-on service projects that attract multi-generational participants. Provide training and resources to support successful implementation of inter-generational inclusion. Encourage and provide training and resources to support development of Leos and Club integration in hands-on service work.

Oversight and Reporting

- Develop and execute an annual MD4 Action Plan that will monitor progress towards service goals. Review and summarize service activity reporting at MD4 and District levels. Identify service reporting concerns and work to assist Districts and District GST Coordinators in identifying and implementing solutions. Consult and problem solve with District GST Coordinators that are not reporting and/ or to appear to have reporting challenges within their District.
- Share written reports, reviews and summaries with Council Chairperson, MD4 GAT members, Council of Governors and Vice-District Governors. Make recommendations to improve outcomes as needed.
- Oversee, monitor progress and maintain timely reporting to LCIF for grants awarded to MD4. Prepare and submit written reports regarding grant status to Council Chairperson and Council of Governors quarterly.

Marketing and Recognition

- Promote collaboration between MD4 and the Districts utilizing the LCIF Coordinators in order to maximize LCIF resource utilization and fundraising engagement.
- Collect and share success stories. Promote successes through MD4 websites and social media. Recommend to Districts items to share through various media. Request assistance from the Marketing Communications Committee regarding PR, press releases, and other ideas for promotion.
- Recognize Districts and GST Coordinators for timely, clear and concise reporting.
- Present awards and give recognition at COG Meetings, Convention and other venues as appropriate. Share recognition via various media sources.
- Recognize and promote Lions who work to learn new skill sets, meet challenges, remediate barriers, eliminate threats in growing membership, and take on difficult situations.

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TERM

Three years; selected by the Council of Governors. Pending a performance review at the end of each year, Council of Governors has the option of reopening and filling the position for the upcoming year.

Desired Experience

- Demonstrate successful leadership in District and Multiple District roles.
- Demonstrate understanding of Global Service Initiatives and NAMI.
- Demonstrate proficiency with MS Word, Excel, Publisher, and PowerPoint. Use of database tools helpful.
- Knowledge of facilitating communication via social media such as GoToMeeting, Zoom, Facetime, Free Conference Call, and other applications.
- Graduate of Advanced Lions Leadership Institute or Faculty Member of Faculty Development Institute, or other professional leadership program / career experience.
- Knowledge of and demonstrate ability to use resources and tools for service, service projects, and skill enhancement.
- Familiar with Leadership, Membership, Service and NAMI resources and materials available on Lions Clubs International and MD4 websites.
- Excellent written and verbal communication skills. Able to work with all levels of Lions. Excellent listening skills and problem solving. Demonstrate the ability to mentor and develop leaders.