

District Youth Protection Officer Job Description

Overview and Objectives:

The District Youth Protection Officer is responsible for ensuring that Rotary District 5020 remains in compliance with all District and Rotary International Youth Protection requirements related 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.

Responsibilities:

- Read and be familiar with the [Rotary Youth Protection Guide \(775en\)](#)
- Read and be familiar with the Rotary District 5020 Youth Protection Policy
- Monitors changes in local laws related to youth protection, as well as any changes in RI policies, and relays them to the Club Youth Protection Officers (YPOs).
- Works with the Assistant Governors to assist clubs become youth protection compliant
- Confirms appropriate screening measures are conducted for all youth programs, in compliance with Rotary policies and local laws
- Enters incoming club president-elect information into the Youth Volunteer Management (YVM) system and monitor club compliance progress.
- Trains Club YPOs on the use of the YVM system
- Works with the District Trainer to ensure appropriate training is developed and maintained for Rotarians, other volunteers, and youth program participants
- Oversees proper handling of allegations and protect the interests of all who are involved. Reports all allegations to the District Governor
- Maintain records of all allegations of abuse, harassment, or other crises in the YVM and/or YEAH systems.
- Ensures District Council members are individually certified and understand their responsibilities for youth protection.
- Chairs the District Youth Protection Committee.
- Utilizes the Youth Exchange Administrative Hub (YEAH) to track screened youth exchange volunteer compliance and utilizes the YVM system to track all other screened youth program volunteers
- Communicates at least quarterly with all Club YPOs.
- 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.
- Works with the District Governor to maintain an incident response plan for youth protection incidents.
- Reviews the District Youth Protection policy annually to ensure that it meets all Rotary International, State/Provincial, and National requirements.

Qualifications:

- Competent computer 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 YVM and YEAH systems and the benefits of using the database to the clubs and their program volunteers

- Be an individually certified Rotarian in good standing.
- Complete training on administering the YVM and CCS systems.
- Complete training on the use of the YEAH system to monitor youth exchange compliance.