



## Rotary District Coordinator Role Description

We are seeking a Rotarian who is passionate to work with us to help shelter more families after disasters strike. The focus of this networking role will be to become the voice of ShelterBox across your District, supporting the project partnership we share; developing a connection with Rotary Clubs and helping to galvanise their support.

We want Rotary Clubs across Great Britain and Ireland to feel the impact of the partnership, remain better connected and feel fully supported. The role of Rotary District Coordinator is fundamental in making this happen.

We will always be aware and grateful that the person in this role will be volunteering their time and hope that the following serve as reference points to the activity that would be undertaken.

### Rotary District Coordinator, Volunteer Role Profile:

- Act as the two-way point of contact for ShelterBox in your District
- Share monthly updates from ShelterBox for District newsletters and/or other communications
- Work to keep ShelterBox up to date with news and developments from your District and Rotary more widely
- Connect and collaborate with the District Coordinator team and wider ShelterBox volunteer network
- Support in organising and delivering ShelterBox's presence at annual District Conference and District meetings
- Regularly promote a range of ways for clubs to stay informed, such as providing speakers for clubs talks
- Attendance at quarterly catch-up meetings and annual gatherings to hear updates and share best practice with the team at ShelterBox (virtual or in-person where appropriate)
- Input into and feedback on ShelterBox's Rotary plans and activity

### Skills and experience required:

- A current member of Rotary Great Britain and Ireland
- Passionate about the work of ShelterBox and the partnership we share
- Ability to develop links and opportunities within your District
- Basic understanding of IT and video conferencing platforms or an open approach to learn new systems

## Support and guidance:

- Provide support and guidance from a dedicated and passionate team who believe in the importance of volunteers and the partnership we share with Rotary
- Offer buddying and shadowing opportunities with other volunteers
- Offer optional additional training for other volunteering activities, ie. training for delivering ShelterBox talks
- Provide quarterly virtual catch-ups and regular invites to additional updates and networking opportunities
- Provide access, with support, to our online Volunteer Resource Area where you'll find digital guides, assets and resources
- Provide access, with support, to an online portal to manage diary and sign up for talks and events in your community
- Provide a branded polo top, name-badge, ShelterBox email address, volunteer handbook and the resources necessary to support Rotary activity

## Your named contact within the team:

Olivia Jeffries, Rotary Engagement Officer

## Volunteering with ShelterBox

We ask everyone to complete an application form, which is followed up with an informal interview, probably by phone. If you and we both feel it's a suitable role for you, we will take up references and then organise an induction for you. You will receive a Volunteer Handbook, telling you about the policies and procedures you need to know about, including how to claim expenses.

Volunteers provide vital support and are an integral part of the ShelterBox family. We will:

- send you fortnightly newsletters
- invite you to join our Volunteers Facebook page where you can hear from and connect with other volunteers
- invite you to attend or view webinars