Job Description

Position Summary:

The Pathways Guide is an integral member of the Pathways launch team. You will work with the Chief Ambassador (CA) and Program Quality Director (PQD), while partnering with one Ambassador to prepare the clubs assigned to you for the launch of Pathways in your district. You are the first point of contact to bring clubs up to speed with the program and onboard them seamlessly. You will be responsible for conducting one club visit to each of your assigned clubs in partnership with your Ambassador to raise awareness, build excitement and educate club members. You will also provide support to the vice presidents education (VPEs) of the clubs assigned to you by conducting regular virtual support sessions. Your term of service will be 6 months.

Description:

- Read the Pathways Guide Handbook
- Read the Pathways Learning Experience Presentation Slide Deck and Talking Points and view the Pathways Learning Experience Presentation Recording
- Read *Training Basics: Getting It Right, Making it Work* (Item 102)
- Develop presentation skills by practicing in your club
- Receive Pathways rollout kits for assigned clubs
- Coordinate with your Ambassador to conduct one club visit to each assigned club
- Deliver the Pathways Learning Experience Presentation and rollout kit during each club visit
- Complete and submit a Club Visit Report for each club visit
- Access Base Camp as a member and a VPE and view all tutorials in the system
- Follow up with VPEs proactively to ensure they and their club members are comfortable operating in Pathways and Base Camp
- Conduct regular virtual support sessions with the VPEs of your assigned clubs
- Collect questions from VPEs during each virtual support
- Submit questions from VPEs to World Headquarters staff
- Attend virtual support sessions conducted by World Headquarters staff, as needed
- Provide answers to VPEs
- Will receive DTM credit for one year of district leader service

Knowledge and Skills:

- Excellent verbal, written and interpersonal communication skills
- Organization and time management skills
- Discussion or moderation knowledge and skills
- Presentation skills, both in-person and virtual
- Technologically-savvy
- Self-motivated and able to set and meet own deadlines