



## **Partners For Work: Rotary Club Greeter, Getting Started, Outline**

1. Step 1: **Rotary Club Education/Presentation/Board approval:**
  - a. Connection with PFW Coordinator, request meeting and/or program within your club for education.
  - b. As indicated, attendance at board meeting and/or additional club meetings for commitment/buy-in of club greeter. Each club is different in approach, next steps, protocol, regardless the support of Coordinator is present throughout this process.
  - c. Board approval
  
2. Step 2: **Job Description/Duties/Responsibilities:**
  - a. PFW Coordinator will provide examples of job descriptions from various clubs to utilize in development of new club's greeter duties. Is available and willing to assist with new club job duties, ideas, suggestions etc.
  - b. PFW Coordinator will provide examples of employment vendor billing sheets for education purposes
  - c. Initial job description is subject to change and often develops over the course of time.
  
3. Step 3: **Selection Process for Club Greeter:**
  - a. Club identifies "candidate pool" for their greeter. Resident from their city, school district transition student or specific agency with their greeter candidate(s)
  - b. PFW Coordinator works within candidate "pool" and schedules interview/visits of potential club greeter,
  - c. PFW Coordinator works with agency on structure: billing, job coaching schedule and responsibilities outlined.
  - d. PFW Coordinator works with school district staff on: responsibilities, schedule, process
  - e. PFW Coordinator/School District staff works with family members on responsibilities, duties, outcomes, goals etc., of son/daughter participation in this program.
  
4. Step 4: **Start Date:**
  - a. Negotiation's complete, funding in place, job coach trained/prepared, greeter starts work.
  - b. PFW Coordinator will be present initially to support everyone, transition/identify Rotarian within the club that will communicate with Coordinator with issues, concerns or problems.
  - c. Coordinator support throughout the year (or identified tenure) also "new greeter" hire process.

5. Step 5: **Job offer/placement:**

- a. Communication with Rotarians on a regular basis that our greeter is seeking employment in the community. Rotarians are the link to community business, employers, HR, connections, networkers. This is done through; production/showing a video resume of our greeter to the club (with technical assistance from the transition teacher and/or agency support consultant), table top one page marketing “resumes” of skills and abilities.

**Important Points:** This is a year- long working interview for our greeter. Our PFW goal is to identify and locate employment, which opens the door for another greeter. Marketing and educating is suggested and offered through the PFW Coordinator!