

## The Masonic Homes: Our Fraternal Mission

In keeping with the tenets of Freemasonry, the Masonic Homes of California will promote the quality of life by empowering our members, their families and our communities to live well and achieve meaningful and rewarding lives.

### Training Coordinator Job description

#### Purpose

To guide training and provide knowledge and support to the lodges and committees about Masonic Assistance Programs and member interaction that will serve to strengthen and preserve the fraternal obligation to provide Masonic relief.

#### Responsibilities

-  Educate lodge leadership and lodge committees about all of the Masonic Assistance Programs
-  Pro-actively coordinate and develop training sessions with the lodges within the district
-  With the support of the Inspector, attend OSI meetings to provide updates to the district leadership about the Masonic Assistance programs and services and to share new outreach strategies
-  Manage and distribute all information and tools to the lodges for their training
-  Keep a record of lodge trainings and be able to report on what the lodges are doing in regard to outreach

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- Guide the lodges on how to develop effective committees and how to utilize effective outreach strategies
  - Interact with fellow Mason's/widows/families regarding sensitive subject matters when doing outreach
  - Maintain confidentiality
  - Attend quarterly meetings and training facilitated by MOS Qualities
  - Active listener and effective communicator
  - Is empathetic to others' state of well-being
  - Good planner and good organizational skills
  - Willing to delegate and motivate peers
  - Advocates on behalf of those in need