

Inbound Counselor Job Description

The counselor selected for the inbound student has numerous and weighty responsibilities. His/her action/inaction can determine the success/failure of the student, the host family or the club. Although it is recommended that the Counselor assume the roles listed below, many clubs share the overall responsibilities for the student differently. This is acceptable, as long as the student is receiving the proper support throughout the exchange.

The Counselor should ALWAYS be the advocate for the student. When issues arise, the student must feel they can trust the Counselor with any information they wish to share. The Student will recognize that the Counselor and YEO are friends, and it is essential that the Counselor communicate to the student that regardless of Rotary affiliation and friendships among members of the club youth committee, that the Counselor is 100% in the Student's corner.

THE FIRST RESPONSIBILITY OF A GOOD COUNSELOR IS COMMUNICATION:

1. Between the Rotary Club and the student.
2. Between the host family and the student.
3. Between the school and the student.

UPON THE ARRIVAL OF THE STUDENT IN THE FIRST HOST HOME, THE COUNSELOR SHOULD MAKE SURE THAT:

1. The student and the family sit down in the first few days and go over the "First Night Questionnaire".
2. Make sure the family and the student understand that a continuing list of "irritations" will be noted and that after about a week or upon request by either the student or the family, they will all sit down and discuss the "irritations".
3. Assist with school registration.
4. Let the family and the student, know that he/she is available to assist with challenges and make sure they know how to contact him/her.

THE COUNSELOR SHOULD BE AVAILABLE TO ASSIST WITH:

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| 1. School registration | 5. Budget and handling of the student's funds |
| 2. Social events | 6. Safekeeping of the student's documents (if desired). |
| 3. School lunch arrangements | 7. Local youth protection resources. |
| 4. School transportation (if appropriate) | |

THE COUNSELOR SHOULD BE ALERT FOR PROBLEMS OR CHALLENGES:

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| 1. Appearance | 6. Local customs |
| 2. Hygiene | 7. Sibling Jealousy |
| 3. Drugs | 8. Possessive host parents |
| 4. Smoking | 9. Drinking |
| 5. Personal conflicts | 10. Driving |

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| 11. Diet | 14. Schedule conflicts |
| 12. Medical needs | 15. Upsetting calls from home |
| 13. Discipline | |

THE COUNSELOR SHOULD HELP WITH ARRANGEMENTS FOR:

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|--------------------------------------|------------------------------|
| 1. Club visits | 6. Special needs |
| 2. Host Club attendance | 7. Safety at home |
| 3. Speaking engagements | 8. Special school activities |
| 4. Changing host homes | 9. District activities |
| 5. Participation in Rotary functions | |

To the Inbound Student, certain people REPRESENT AUTHORITY and generally are not in a position to be effective counselors, or one in whom they feel they can confide. These people are:

1. Host parents
2. School Counselors
3. Youth Exchange Chairpersons
4. District Youth Exchange Committee members

Once again, it is imperative that the student recognize in thought and deed that the Counselor is there only to be an advocate for them.

- It is important to have a list of the “gripes” by the student and by the host families. If the “gripes” are listed one-by-one, and not allowed to fester, you may confront the student or the family and with a little understanding and explanation on the part of all concerned, the situation can usually be resolved. But, students do not learn what they are doing wrong by receiving the “silent treatment”. What they are doing wrong may be perfectly acceptable in their country and totally unacceptable here. It is important that they know what is wrong and WHY!
- Not all students are exchange material, and not all homes are good host homes. In the event that the student is the root of the challenge, we may contact their sponsoring chairman and ask for assistance in helping the student to understand the problem. In no instance should we consider sending a student home without first notifying his chairman, giving details of the problem, and giving the chairman enough time to try to effect a solution. For that reason, we want reports early about challenges, your evaluation as to whether it can be handled at the club level, whether or not intervention by this district’s committee might be effective, at what time do we notify the sending chairman to ask for his help, and at what time do we terminate the exchange.
- The club is not under an obligation to attempt to salvage an exchange where there is an outright violation of law such as using or trafficking in drugs, driving a motor vehicle, or theft. Nor is there any such obligation in the instance of sexual activity. In the instance of alcohol consumption or smoking, you have some discretionary alternatives, depending on the circumstance. A second drinking offense should be treated as an outright violation of the law. Smoking or alcohol consumption may have been legal in the country the student came from, but they are not “legal” here, nor are they appropriate here.
- Loaning money to an exchange student is highly discouraged. Advise your host families that they are not ever to loan money to students. If a loan is necessary, it should come from the club or the district. Clubs should not loan money unless they are willing to lose it. The

district will not loan money except in the most unusual circumstances, and only if we know that we have avenues open for collection. In instances where it is difficult to get money out of the country, the district is sometimes able to set up a money exchange between the family of an inbound student and one of our students in that country.

The club inbound counselor must fill out a D5470 volunteer forms and be cleared for service.