

Mountain & Plains District 5470 Rotary Youth Exchange **Country Contact Job Description**

Revised: 08/24/17

Direct Report: [District Youth Exchange Chair](#)

Purpose:

- 1) Work with Inbound/Outbound Students to ensure a positive exchange experience.
- 2) Work with Club Youth Exchange Officers (YEO).
- 3) Develop and maintain relationships with foreign exchange partners.

Vetting:

- 1) [Volunteer Application](#)
- 2) Background Check
- 3) Three personal references
- 4) NAYEN Youth Protection Awareness
- 5) NAYEN Local Volunteer Training
- 6) NAYEN US Host Family Orientation
- 7) NAYEN US Volunteer Training
- 8) Secondary School Program Annual Renewal

Calendar:

- 1) Position is year-round. Peak times:
 - Apr-June: Distribution/receipt of paperwork with foreign exchange partners.
 - July-Aug: Inbound Student arrival/Outbound Student departure.
- 2) Required: [District Interviews](#), [Inbound Orientation](#), [RYE Retreat](#)
- 3) Optional: [District Conferences](#)

Outbound Students:

- 1) Familiarize yourself with the culture of each country in your country group.
- 2) Negotiate and secure foreign exchange contracts.
- 3) Send applications to foreign exchange partners.
- 4) Ensure **It's Your World Travel** is working with students to secure departure documentation.
- 5) Work with YEOs to secure departure documentation.
- 6) Encourage language acquisition.
- 7) Review monthly status reports and respond accordingly.
- 8) Maintain clear and open communication with District Chair regarding significant issues or concerns.
- 9) Use standardized forms at [Mountain & Plains Rotary Youth Exchange](#).
- 10) Utilize the [YEAH Database](#) as a repository for documentation.

Inbound Students:

- 1) Familiarize yourself with the culture of each country in your country group.
- 2) Negotiate and secure foreign exchange contracts.
- 3) Receive applications from foreign exchange partners.
- 4) Work with YEOs and the [Department of State Assistant Responsible Officer](#) to secure the DS-2019 in a timely fashion by completing required documents.
- 5) Encourage language acquisition.
- 6) Review monthly status reports and respond accordingly.
- 7) Maintain clear and open communication with District Chair regarding significant issues or concerns.
- 8) Use standardized forms at [Mountain & Plains Rotary Youth Exchange](#).
- 9) Utilize the [YEAH Database](#) as a repository for documentation.

Skills/Abilities:

- 1) Process paperwork for both Inbound and Outbound Students.
- 2) Respond to all communications (phone, email, etc.) in a timely fashion.
- 3) Address both immediate needs/issues and more long-term needs/issues at the same time.
- 4) Effective communicator, both verbally and in writing.
- 5) Proficient with the YEAH Database.
- 6) Manage time effectively.
- 7) Appreciation of cultural differences.