

Mountain & Plains District 5470 Rotary Youth Exchange

Country Coordinator Job Description

Purpose:

- 1) Work with Inbound/Outbound Students to ensure a positive exchange experience.
- 2) Work with Club Youth Exchange Officers (YEO) to gather all info needed to assist students with visa applications/travel arrangements. (Travel arrangements are made by our partner It's Your World Travel.)
- 3) Develop and maintain relationships with foreign exchange partners.

Vetting:

- 1) Volunteer Application
- 2) Annual Background Check
- 3) Three personal references
- 4) Online NAYEN Youth Protection Awareness
- 5) Online NAYEN Local Volunteer Training
- 6) Online NAYEN US Host Family Orientation
- 7) Online NAYEN US Volunteer Training
- 8) Online US Department of State 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 Events: Inbound Orientation (September – weekend after Labor Day), Outbound Selection (first weekend in December), Outbound Orientation #1 (usually last weekend in February)
- 3) Optional: Other RYE events

Direct Report: District Youth Exchange Chair

Working with Outbound Students:

- 1) Familiarize yourself with the culture of each country in your country group.

- 2) At Selection Weekend, interview and select the candidates who would be the best fit in each country represented.
- 3) Negotiate and secure foreign exchange contracts.
- 4) Verify applications are complete and send to foreign exchange partners.
- 5) Monitor It's Your World Travel correspondence with your students and provide info when requested.
- 6) Encourage language acquisition.
- 7) Review monthly reports and respond accordingly.
- 8) Maintain clear and open communication with District Chair regarding significant issues or concerns.
- 9) Use standardized forms on Mountain & Plains Rotary Youth Exchange website.
- 10) Utilize the YEAH Database as a repository for documentation.

Working with 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 website.
- 9) Utilize the YEAH Database as a repository for documentation.

Skills/Abilities Needed:

- 1) Process paperwork (mostly online) 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.

8) Enjoys exchange students.

BONUS: Has traveled to/speaks language of countries represented.