

Rotary Youth Exchange – District 6000

Youth Exchange Officer Volunteer Description

Requirements:

- Complete a Volunteer Application which requires personal information, a criminal background check and 2 non-Rotarian/relative references.
- Take an annual, Department of State (online) test required of Local Coordinators and recommended for other volunteers.
- Participate in District Rotary Youth Exchange training sessions and meetings.
 - Virtual:
 - Several one hour Zoom sessions throughout the year
 - In person (session time + travel time):
 - Half day session, first Sunday after Labor Day, generally in Ankeny
 - Half day session, first Sunday morning in January after New Year, in Newton

Duties:

- Ensure required documentation and trainings are completed by the Club and local Volunteers.
- Secure school district approval for the student to attend classes.
- Work in tandem with the Local Coordinator to recruit and screen potential host families.
- Assist in providing orientation for host families.
- Conduct secondary follow up visits to host family homes after students are placed.
- Commit to providing supplemental support to the student and host families.
- Commit to 5-10 hours of monthly volunteer duties.
- Coordinate and communicate with the District Inbound Coordinator(s) on matters relating to the student and host family.
- Ensure the student regularly attends Rotary meetings and actively involve the student in club activities.