

Rotary Youth Exchange – District 6000

Local Coordinator/Counselor 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
- Commit to providing support to the student and host families.
- Commit to approximately 5-10 hours RYE work monthly, including managing RYE required documents plus student and host family interactions.

Duties:

- Establish contact with the student prior to arrival and answer questions about the hosting club, host family, school and community.
- Meet the student upon arrival at the airport, provide temporary (1-2 nights) housing and orientation.
- Acclimate the student to the school and host family – register the student for classes, make transfer to first (and subsequent) host families.
- Facilitate the monthly stipend for the student (shared bank account or other arrangement).
- Serve as the primary point of contact for the student and host families and commit to a minimum of monthly contact with both parties.
- Interview prospective host families and conduct home visits with documentation and photos.
- Provide orientation for host families.
- Record monthly contacts in the Rotary Youth Exchange Database to meet Department of State requirements for the student and host family.
- 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.