

Leavenworth YE Committee Member Overview & Specific Responsibilities

Inbound Student Support/Counselor – Mary Kostka Overview:

Responsible for being a source of information before arrival into this country. After arrival the counselor is a support person who guides and assists the student.

Specific Duties and Responsibilities:

1. Preparing for and attending Youth Exchange Committee meetings.
2. Establish contact Student prior to arrival to communicate the supporting role for the student that you have.
3. Become familiar with the rules of the program.
4. Establish an emergency fund for the student with yourself and the Youth Exchange Officer as cosigners along with the student.
5. Check that the Student has return airline tickets. Assist student in rebooking the flight extending their stay until the week of July 15th.
6. Develop a close relationship, becoming a go-to confidant, and source of support for the student.
7. Receipt from inbound student of the Weekly Club Report and forwarding it to the committee Social & Information Coordinator.
8. Contact the host Student once per month, receive Host Family report from HF Coordinator, and enter these contacts into the YEAH Portal.
9. Arrange for the method of students allowance with the club Treasurer to be dispersed at Club meetings.
10. Inbound Orientation (Penticton): Attend with Student. Make sure the student takes the following to Canada: Passport, 2019 form, Proof of insurance, return ticket home, and Canadian Visa if required.
11. Keep the Club YEO assessed of the progress of the student and of any concerns that might arise.
12. Establish contact with Student's parents, informing them of the students progress. (Bi-Quarterly)
13. Be acquainted with the rules of the program contained in District literature.
14. Debrief Inbound student and solicit input student and Counselor for program modification.
15. Return the Student's reserve fund, checking with the Host Family Coordinator regarding any outstanding student debts.
16. Check airline tickets, and contact parents to verify travel information before the current student departs.

