

YE Social & Information Coordinator Specific Responsibilities

Responsible for promoting social activities of the inbound exchange students.

Specific Duties and Responsibilities:

1. Preparing for and attending Youth Exchange Committee meetings.
2. Arrange a welcoming party for student including Youth Exchange committee, host families and school administrator.
3. If resources are available, provide a cell phone for the student, and oversee the billing plan.
4. Assure that the Student is sent the weekly Club Bulletin.
5. Invite Student to all club fellowship events if appropriate.
6. Coordinate all student transportation needs to Club and District events that the student is expected to attend. Additionally, if the student can't attend a function for any reason, the Social Coordinator will be the student's contact.
7. If student can't attend a Club Meeting, contact Club President of that fact and of the reason.
8. Interview the student to discover if the student is in need of accommodation for religious beliefs and arrange transportation.
9. ~~Initiate an activity log / Journal / to be kept by the inbound student. (August) and for our review~~ Review the Inbound Student's weekly Club Report that is forwarded to you by the inbound counselor. Report to committee regarding level of club participation.
10. Present the Club directory to the Student.
11. Help Student Generate a wish list of things the student would like to see and do, Incorporate this into a poster to be on display at club meeting to include pictures of things done on this list.
12. Accompany and introduce the exchange students Club weekly meetings.
13. Insure that the school is made aware of all absences due to Rotary mandated activities.
14. Arrange for student to present a club program at a club meeting soon after arrival.
15. Contact Bulletin Editor to have Inbound Student "add" placed in Echo.
16. Arrange for a Club birthday, Christmas and departing gift.
17. Silverstar Weekend (Vernon): Verify and register inbound student attendance and transportation.
18. Revelstoke (Weekend in the Mountains): Verify and register inbound student attendance and transportation
19. District Conference and following Bus Trip: Make arrangements for student's transportation

20. Arrange for a Club gift for Inbound Student to be presented at farewell meeting.
21. Arrange an appropriate farewell function in the form of a Club meeting.
22. Encourage student to join after school activities, clubs and sports.
23. Promote student to the club members via a special publication, meeting announcements and club newsletter.
24. Inquire about special holidays observed in the student's country and advise the Club.
25. Facilitate the Student's joining various youth groups in the community, the student speaking where possible to elementary and high school classes.
26. Be aware of all Student travel plans and make arrangements for all necessary permissions.
27. Organize Opportunities for inbound to speak at groups or clubs. Eg. Leavenworth Women Club