

YE Education Coordinator Specific Responsibilities

Responsible for being the liaison between the Club YE Committee and the student's School

Specific Duties and Responsibilities:

1. Preparing for and attending Youth Exchange Committee meetings.
2. Have Club & School sign off on the guarantee form from the new inbound students application
3. Verify and copy the Certificate of Immunization Status form used for school enrollment from the student's formal application form.
4. Meet with high school Counselor / Principle and Inbound Student for enrollment and class selection. Review the [Rotary Youth Exchange Guide for School Counselors](#) with the above school administrators.
5. Facilitate the payment of Student's budgeted school expenses at the beginning of the term.
6. Contact the student's school counselor on a regular basis.
7. Monthly check the School Website for an update on the Student's progress.
8. Make the school aware of all host family changes.
9. Provide the School counselor with the list of Rotary District events that the student must attend.
10. Arrange for Rotary presence at the International Exchange student assembly at Cascade High. Contact is to be made on behalf of, and in conference with the Outbound Coordinator.
11. Contact School to arrange for OB student information meetings in May & September. Contact is to be made on behalf of, and in conference with the Outbound Coordinator.
12. Contact School to arrange for the outbound recruitment session for September Student / Parent meeting. Contact is to be made on behalf of, and in conference with the Outbound Coordinator.
13. Contact appropriate school Counselor to inform of the Youth Exchange Scholarship.