

YE Host Family Coordinator Specific Responsibilities

Responsible for securing, scheduling, training, and supporting host families.

Specific Duties and Responsibilities:

1. Preparing for and attending Youth Exchange Committee meetings.
2. Interview, secure, and schedule at least three families to host each student and communicate these arrangements including timelines to the exchange student, host families and the Club.

Approximate Host Family Schedule:

First: Aug. 15th - Dec. 10th

Second: Dec. 10th - April 12th

Third: April 12th - July 15th

3. Identify and Vet first host family prior to when the guarantee form is submitted for new inbound. (March- May)
4. Present all Host Families with the Orientation binder and review it with them.
5. Encourage the first host family to correspond with the coming inbound student arriving in August.
6. Vet all host families, accessing the YEAH data base to document this vetting.
7. Update and deliver Host Family manual to each Family at their orientation.
8. Insure that the Host Families are made aware of all absences due to Rotary mandated activities and encourage the Host Family to communicate this with the School.
9. Arrange student pick at the airport.
10. Invitation of host families to Club meetings to be acknowledged.
11. Contact the host family once per month, and give Inbound Counselor a summary of the contact to be included in the monthly contact report in the YEAH Portal.
12. After each Student move, check to be assured there are no outstanding debts with the host family, asking the H. F. to check with CHS regarding any outstanding debts. Coordinate with Inbound Counselor for accessing emergency fund if necessary to compensate Host families.
13. Arrange for Host Family gifts to be presented at the inbound going away event.