

YE Outbound Coordinator /Counselor Specific Responsibilities

Responsible for Outbound Student selection process and the support of the outbound Rotary exchange students before and after departure.

Specific Duties and Responsibilities of subcommittee.

1. Prepare for and attend monthly Youth Exchange Committee meetings. (Every Month)
2. Review OB Recruitment Process Timeline. Plan and conduct all events. (March – May)
(Aug – Nov)
3. Send information about our outbound choice to the Club Newsletter editor, and the local Newspaper. (Jan – Feb)
4. Give monthly reports on the current outbound student at Club Meetings. (Monthly)
- 5.
6. Arrange for the outbound student to attend a minimum of 5 Club meetings (?????)
7. Attend Outbound Orientation with OB student. (March)
8. Revelstoke (Weekend in the Mountains in February): Verify outbound student attendance and transportation. (January)
9. Arrange for Student to give a speech at a Club meeting before departure, with parents attending. (May)
10. Assure that the Current and Future Outbound Student is sent the weekly Club Bulletin and to include a link to the student's blog. (August)
11. Contact Outbound Student after departure once per quarter. (Jan, Apr, June, Oct)
12. Arrange for returning (Rebound) Student to give a Club meeting program. (July)