

**Counselor and Social Activity Coordinator Duties and Responsibilities (one person)**

**Counselor** -To act as an active listener with the Inbound student, and be the objective person so the student can form a trusting relationship with you. If any issues arise, report to the Youth Exchange Officer and together solve problems. Please note that the Counselor must give this role up if they host the student for a short time until the student moves to the next family. Another person will replace him/her for this short time if necessary. **Social Activity Coordinator** - To be a liaison between the inbound youth exchange student and the members of the Rotary Club who assists in coordinating social activities to the support the student in getting the most from the exchange experience. This is a way of supporting the host families as it shares in the responsibility of entertaining the student.

- Be a part of the Welcoming Committee on the day of arrival for the student.
- Within the first week here, take the student out and explain your role as Counselor and Social Activity Coordinator
- Meet with the student regularly, weekly or bi-weekly to check in with them about school, making friends, host family, etc.
- Discuss what he/she really would love to see and do while on exchange in Canada
- Be a resource for many activities and opportunities that the student may be participate in
- Clearly discuss and establish the expectation of the student concerning school, attendance, behavior, attitude, etc.
- Compile a 'Wish List' and bring it to the member of the Rotary club, post it on the club website and attempt to match passions and interests with members. Post the list on the Rotary club website.
- Monitor the forward progress of activities and make additions to the list as interests change and grow throughout the year. Keep a record of how many activities the student experiences by the end of their exchange and report to the club.
- Arrange for a bank account to be opened with the student and discuss budgeting the monthly allowance
- Make arrangements for drives by asking club members to support the student if necessary
- Provide a city map and a bus map so they can become familiar with the area
- Arrange the \$500 bond to be held in the event of damage or other issues while the student is staying here (this money is returned to the student if not used for their Cross Canada Trip) – arrange for the monies to be given back to the student before they go on their trip
- Complete and provide the student with important phone contact information and email addresses (use the form in the training manual)
- Attend any Youth Exchange activities as requested by YEO
- Be a part of the YE team and assist where necessary