

**Youth Exchange Outbound Coordinator Duties and Responsibilities**

- Assist in promoting the Youth Exchange Program to ensure that as many eligible students are aware of the program. This will include putting up posters in schools, public notice boards and any other locations to promote RYE. The YEO will inform you of the schedule for presentations at the schools, and the interview dates for this process.
- Be involved in the area selection process of outbound students for the following year held in September/October
- Once the outbound has been chosen, invite him/her to Rotary meetings before they depart and invite them to club events during the year. Give them notice of dates in advance.
- The outbound student will attend 3 or 4 district events before they leave on their trip, ensure they have transport to these events and where required they have the right equipment (Wanakita winter camp)
- Announcement Day is held in February, find out from the YEO and make an effort to attend and share in the excitement.
- The outbound orientation weekend happens in May at the Erindale Campus in Mississauga. Make an effort to attend some of the sessions so you learn how both the outbound parents and the outbound students are prepared for the trip away from home for one year.
- Be available for the outbound student and their family for support before they leave and while they are on exchange
- Book a date for the outbound student to give their 'good-bye' speech to the club which should be about 15 minutes in length about Burlington, their goals for their exchange, what they hope to achieve for Rotary, themselves and Canada.
- Ensure they send you an email on arrival and keep in contact with you by filling a report to the club once every 3 months. Also be sure they send in their Beaver Tale which is posted on the district web site in a timely manner, once every 3 months – bring for club members to read
- Call the outbound parents during the year, especially in the early months to support them.
- Attend the Parent Outbound Get Together, held in April to discuss and support the parents for their child's transition back home.
- Book a date at your club for when the outbound student arrives back home for them to give their presentation about their trip abroad for the club, sometime mid to late August before school starts.
- Encourage them to write an article upon arrival home about their experiences abroad and email it to you along with some digital photos. Submit it to our club PR person who can give the local paper the story along with information about high school recruitment begins for the next year.
- Since we tell students that youth exchange is a three year commitment, encourage them to assist with the recruitment process as a Rebound and assign them to act as a mentor for the new inbound exchange student. They are vital to the success of the program.
- Encourage them to join ROTEX for support and assistance and inform them about other youth Rotary programs, RYLA, Rotaract, Rotary Youth Scholarships, etc.

## **P2. Youth Exchange Outbound Coordinator Roles & Responsibilities**

- Invite outbound parents to attend our meetings. Include the parents by sending them our weekly Club Runner, emailing them the Rotary Club Meeting Schedule of speakers and inviting them to attend. They could be potential Rotarians.
- Attend the District Welcome Back BBQ for outbound students and their families in August and help with discussing reverse culture shock and transition back home
- Be a part of the Youth Exchange Team and assist wherever necessary