

Rotary District 7610

District Short-Term Youth Exchange Coordinator

Job Description

Purpose: To promote and support youth participation in the Rotary International/ESSEX short term exchange program.

Qualifications: Appointed by the District Governor, the appointee must be a Rotarian in the district, undergo a criminal background check and successfully complete all Essex and District 7610 required Youth Protection training.

Duties and Responsibilities: Works under the direction of the Youth Exchange Chair and performs the duties of the Short-Term Exchange Coordinator consistent with ESSEX Youth Exchange Program Handbook. Duties include but are not limited to:

- ❖ Work with the District Youth Exchange Chair, Youth Programs officers (RYLA, Interact Chairs etc.) and others at the District level to promote participation in the short term exchange program;
- ❖ Guide interested clubs and candidates through the application process and exchange placement through the ESSEX Youth Exchange Program;
- ❖ Participate in interviewing student applicants approved by Rotary Clubs and makes recommendations for candidate acceptance to the Youth Exchange Chair. The Youth Exchange Chair may delegate this function and the signature authority for Short Term program application processing to the Coordinator.
- ❖ Work closely with the YEAH Database to maintain all required paperwork for ESSEX (student reports, etc.) and problem-solves completion or receipt of all forms and reports.