



YEO Job Description

And Club Interaction

❖ **Requirements:**

- First and foremost, the YEO is the "Local Coordinator" for purposes of the U.S. Department of State
- Must be genuinely interested in young people and appreciates the value of the Youth Exchange program.
- Able to relate easily to young people, gain their confidence and respect, and be in a position to assist and advise them.
- Have the time to address the student needs.
- Someone who has previously hosted or counseled RYE students or a person who has worked or is working with young people in schools or local youth service.
- Be a member of the Host Rotary Club

❖ **Duties to be Done or Supervised by the YEO:**

- Confirm who the Host Parents will be during the student's stay and arrange the date and time of changing Host Families.
- Familiarize the Host Parents & student to their responsibilities.
- Arrange for schooling and introduce student to the principal and teachers.
- Introduce and integrate the student into the Host Rotary Club and ensure that student is invited as a guest to meetings and other activities.
- Be sure the student receives a monthly allowance from the Host Club on time.
- Know the dates of the district's required meetings and help arrange for transportation.
- Be aware of any unresolved difficulties between students, Host Families, and school.
- Refer any problems or concerns to the Inbound Coordinator and District Chair if or when they occur.
 - **Before arrival of the student:**
 - ◆ Establish early contact by e-mail or letter with both the student and his or her parents and give them some information on the area, the school or anything that would help educate them about the area. Club, District, School, and local newspaper websites can give the student a lot of information.
 - ◆ Obtain details of the student's anticipated date and time of arrival. Make contact with the school to get the student registered. Obtain term times and bus availability if appropriate.
 - ◆ Have arranged at least the first host family.
 - ◆ Ensure that all adult host family members have been vetted.
 - ◆ Decide the amount of allowance to give to the student on a monthly basis and how those funds are to be transferred to the student.
 - ◆ Create a list of contacts (counselor, host families) with addresses, telephone numbers, and e-mail addresses and distribute to all involved persons.
 - ◆ Ensure that host families realize that if a club invites the student to an event, all costs are paid by the club. For required District events, the club is also required to arrange transportation.
 - **Upon the Student's Arrival:**
 - ◆ Welcome the student at the arrival airport. The Counselor and YEO should make every attempt to be there. They should be joined by the host family and any interested club members.
 - ◆ Visit the school with the student and introduce him or her to the school personnel. Help the student establish a suitable schedule.
 - ◆ Make and keep a photocopy of the student's passport. The student should keep the original passport.
 - ◆ Start a wish list of what the student would like to do or where he or she would like to go during the year and encourage club members to help the student to fulfill his or her dreams.
 - ◆ Provide the club and District Chair with the phone number of the student's obtained US cell number.
 - **During their year in this country, the YEO Should:**
 - ◆ Keep up a relationship with the student.
 - ◆ Ensure the next host family is properly vetted. Facilitate the moves to new host families. Submit the "Change of Host Family" through the Essex YEAH website.

- ◆ Ensure that the Rotary Club does not forget the student's birthday and remembers them at holidays.
- ◆ Be acquainted with the rules of the exchange program and should ensure that the student abides by them; however, the Counselor/YEO is there to guide and assist the student rather than to dictate each move the student makes.
- ◆ Write to each host family after they have completed their term of hosting, thanking them for their undertaking.

❖ Dealing With Problems:

- **If Counselor and the student do not get along.** In this rare occurrence, the Counselor should step aside in favor of another person where there can be a happier relationship. The Counselor should not take this as an indication of failure, as there can be times when personalities clash for no apparent reason.
- **If there is a problem between a student and a host family.** If this occurs, then the Counselor or and/or YEO should speak to each party separately and determine the cause and solution. The YEO should contact the District Chair if they are unable to resolve the issue themselves. In emergency cases, the student should be removed immediately from the home. ANY issue in regard to the student and or the host family must be recorded in the counselor's monthly report.
- **If a student breaks the rules of the program.** The Rotary Club should report the incident to the District Chair immediately with full details. The District Chair will determine if it should be addressed within the district and/or what consequences will be required. The District Chair will notify the District Governor, the Essex Country Contacts, both here and in the student's sponsoring country if warranted. A decision to the repercussions of the violation will be determined by these parties with the input of the Club YEO. The Counselor/YEO and District Chair will arrange travel home should that be required.

Any questions or concerns, contact your District Chairperson.