

## Youth Exchange Counselor Job Description

The Counselor position is considered the most fun position on the committee. Your main job is to be connected to the student to make sure everything is going well. It is advisable to meet with the student at least once a month for a “chat”. This can be over coffee or a phone call. Obviously personal contact is the best to develop the kind of relationship you should have with your student. You may even consider having them stay with you for a couple days early in the year to get better acquainted. A student is more likely to “open up” to you if they feel they know you. You are required to have contact with the student at a minimum of once every 30 days. This contact can be from a personal visit, a phone call, an e-mail or a text. There are a few mandatory in person meetings that are required but are reviewed in your Department of State Regulations. Counselors may NOT serve as host parents.

### Rotarian counselor responsibilities:

- Establish contact with the student before departure or arrival, explain the expectations of the club and the district, and maintain and document regular contact (at least once a month).
- Counsel the student in matters such as choosing classes, making friends, and participating in activities.
- Help the student adapt to the culture and language.
- Work with the community and the student’s school to ensure the student is involved in positive activities and community life.
- Inform the student about abuse and harassment prevention and create a supportive atmosphere in which the student feels comfortable discussing any concerns.
- Serve as an advocate for the student in any matter.
- For long-term exchanges, be a consistent resource for the student as they rotate through host families during the exchange.

In addition, each club sets up their club committee in a unique way that fits their specific dynamics and you may be asked to assist the YEO (Youth Exchange Officer) in certain aspects of the committee that may include:

### Second Home Inspection

Our district requires a second home inspection/visit be conducted by a different “certified Rotarian” than performed the initial home inspection/visit. This most likely will fall to you as most clubs only have two or three certified Rotarians in their club. There is a form that requires submitting onto the YEAH database. Your YEO can assist you with this.

### Monitoring the student’s school progress

Either the YEO or the counselor should be checking in with the school on a regular basis to see how your student is doing. Do they require some additional tutoring to help them in the beginning? Would a change in classes be beneficial? Only one person should be the school contact and that is usually the counselor, but you should work this out with your YEO.

### Monitor the student’s family life

Check in with the student and family often (at a minimum once every 30 days) to see how things are going. A Counselor’s Report must be submitted monthly through the YEAH database Portal.

The message: have fun and be the person in your club your student thinks of first when they have a question or concern. The YEO in your club will be the person you check in with if you have concerns or questions.