

# **STEP Coordinator Job Description**

Revised Nov 2019

**Reports to:** District Youth Exchange Chair

**Purpose:** To develop and maintain relationships with exchange partners; work with YEOs and outbound students to insure positive experiences.

**Required Activities:**

RYE Executive Retreat

RYE Annual Conference

**Optional Activities:**

District Conference

**Duties:**

- Promote and manage the Short Term Exchange Program throughout the district
- Maintain all STEP files and forms in YEAH
- Develop and maintain all STEP relationships with other districts worldwide
- Work with club YEOs and district club coordinators to recruit applicants for the program
- Receive student applications and match them to students in partner districts if able
- Monitor travel plans
- Monitor all exchanges and problem solve when appropriate

**Peak Time:** December to May

**Skills/Abilities:**

- Be able to address both immediate needs/issues and more long-term needs/issues at the same time.
- Be an effective communicator both verbally and in writing.
- Manage time effectively.
- Have the ability to understand cultural differences.
- Use a cell phone in order to fulfill the position's duties.
- Must be proficient Microsoft Office suite and able to quickly grasp other programs as necessary
- Ability to access and respond to all email communications and phone calls in a timely manner.

**Other**

Be a Rotarian in good standing