

Youth Exchange Committee Greeter

POSITION STATEMENT

Responsibilities

The occupant of this position will be responsible to the Youth & Community Projects Committee through the MD201 YE Greeter Chairperson for the: -

- safe and efficient throughput of all youth exchangees, both nominated and hosted.
- reporting of all activities pertaining to the area of appointment.

Duties

- Supervise all youth exchange arrival, transfer and departure flights, both domestic and international, relative to the airport(s) under their responsibility, and other duties as determined by the Greeter Chairperson.
- Coordinate the meeting of all flights and the despatch of exchangees on all flights with other Youth Exchange personnel.
- Meet all visiting exchangees arriving in Australia and supervise their handover to host families or transfer to ongoing flights/journeys to outlying areas and interstate.
- Meet all exchangees on their departure from Australia and assist with pre-departure check-in and exit through Customs and Immigration areas.
- Meet all exchangees from outlying areas or from interstate arriving for consolidation of groups prior to departure overseas as directed by programme chairpersons.
- Ensure the adequate supervision of all exchangees, both nominated and hosted, stopping overnight in hotels/motels as advised by Programme chairpersons. Unsupervised stopovers are not permitted.
- Organise with the airline company the seating on the aircraft. Immediately prior to departure through to Immigration the Greeters will issue airline seating allocations, tickets and passports to exchangees.
- Meet all Australian exchangees on their return to Australia and supervise their handover to families or to ongoing flights to outlying areas or interstate.
- Advise the Greeter chairperson of any problems or complaints with exchangees or travel arrangements so these matters are brought to the attention of the Youth Exchange Committee.

Please note that all nominations to serve on Youth Committees at Multiple District level must be accompanied by a current police clearance.

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