

# Youth Exchange Committee Program Coordinator

## POSITION STATEMENT

### Responsibilities

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

- organisation, implementation and evaluation of an allocated exchange portfolio within the Youth Exchange Program.
- promotion of the Youth Exchange Program through the District Chairperson within the Multiple District.

### Skills and Experience

- Must have experience working within the Youth Exchange Program at District or Club level.
- Good computer skills and the ability to use e-mail, word processing software and spreadsheet software.

### Duties

Nominating Program Chairperson shall:-

- Receive and process "Application and Indemnity" Forms from the District Chairperson.
- Acknowledge receipt of such forms.
- Despatch two copies of the "Application and Indemnity" Forms to overseas youth exchange coordinators to enable them to obtain suitable host families. Advise them of all flight details and negotiate the necessary internal flights within the host family
- Request the appointed travel agent to make the necessary travel arrangements verifying that they are correct and check all invoices for travel before forwarding for authorisation
- Arrange satisfactory stopover accommodation, transfers and activities as may be necessary for Australian exchangees whilst abroad in the company of chaperones and in conjunction with overseas youth exchange committees where appropriate, being aware that exchangees may not stay unaccompanied on any stopover
- To compile up to date information for the benefit of exchangees going overseas. This information is to include travel information, geographical and climatic conditions and advice on cultural differences.
- Issue tax invoices and collect all monies from applicants and forward it on to the Secretary/Treasurer of the Youth Exchange Committee. Monitor all costs and ensure they are within the budget.
- Advise nominating clubs, District Youth Exchange Chairperson and District Governors of all information relevant to their nominated exchangees.

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- Answer and despatch correspondence to families, exchangees, sponsoring clubs, District Youth Exchange Chairperson, District Governors and Overseas Youth Exchange Coordinators.
- Organise and attend, where possible, departure orientation seminars and assist District Youth Exchange Chairperson with the mandatory seminar for exchangees.
- Closely monitor the progress of sponsored exchangees with the assistance of overseas Youth Exchange coordinators. Handle complaints and problems efficiently and effectively to prevent their escalation.

Hosting Program Chairperson shall:-

- Receive and process "Host Application" forms from the District Youth Exchange Chairperson.
- Acknowledge receipt of such forms promptly.
- Despatch two copies of the "Host Application" form to Overseas Youth Exchange Coordinators.
- Advise host families of hosting arrangements. Provide all available information to host families, clubs, District Chairperson, District Governors and overseas Youth Exchange coordinators.
- Ensure all exchangees, both nominated and hosted, are chaperoned during stopovers. Obtain all requests for stopovers which are to be supervised by overseas chaperones in writing.
- Coordinate the hosting and internal travel arrangements of visiting exchangees with requests for stopovers which are to be supervised while in Australia to be received in writing.
- Collect all monies required to cover expenditure for stopovers, flights etc. within Australia. Monies are to be forwarded to the YE Secretary/Treasurer for banking into the special accounts. No money received is to be handled personally by the Program Chairperson.
- Closely monitor the progress of hosted exchangees and keep overseas Youth Exchange Coordinators informed of progress. Handle all problems efficiently and effectively to prevent their escalation.
- Liaise with the MD201 Greeter Committee Chairperson and ensure both hosted and nominated exchangees are met on arrival, departure and in transit, that all accommodation and transfer arrangements are understood by Greeters, and ensure that when Greeters are notified of the requirements to be present and supervise overnight stopovers.
- Obtain relevant information on nominated exchangees arrival at the departure city to enable exchangees to be met at the airport by the Greeter.
- Supply Chaperones with all information relevant to the exchangees and their host families, all travel arrangements, and overseas Youth Exchange contacts. Inform Chaperones of the requirements relating to meeting overseas Youth Exchange counterparts and to advise that non MD201 Youth Exchange Committee personnel cannot negotiate matters and discuss policy issues on behalf of the MD201 Youth Exchange Chairperson or Program Chairperson.
- If there is a need for a program chairperson to meet with overseas Chairperson whilst on chaperone duties a full proposal including itinerary and costing to be submitted to the Manager, Youth & Community Projects for decision by Council at the September Council meeting. No costs are to be incurred without prior approval.
- Attend all meetings of the Youth Exchange Committee and supply a full report on all aspects of the hosting/sponsoring programs.

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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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