

OUTBOUND COUNSELOR JOB DESCRIPTION

All of the training and preparation of our students cannot take place at the District Orientations. The individual clubs have the responsibility to train and prepare their Outbound Students in several very important areas:

1. Knowledge of the civic and community life in their hometown, particularly, the work of all the various volunteer charity organizations.
2. Knowledge of the doings of Rotary in their sponsor club as well as of the ways of Rotary as practiced and exemplified by their sponsor club. This cannot be accomplished in a single meeting at the Rotary Club. The outbound candidates should meet monthly with the youth exchange committee and be thoroughly briefed on the activities of the club.
3. Knowledge of how the economics and politics of the local community mesh with those of the Federal Government. Too many of our students do not truly understand that the "American economic and political climate" is necessary for his existence. Most of our students regard business as only "Big Business" and government as just "Big Government" and have no idea at all of what really goes on at the local level of "off center stage".
4. The Rules and Goals of our Youth Exchange Program with emphasis on Service Above Self and the 5 D's.

There should be one counselor (or more) for each student. Counselor responsibilities include:

BEFORE THE STUDENT LEAVES:

1. Ensure that the student and parents are introduced to the Sponsor club and attend several meetings.
2. Attend the Orientations for Outbound students to learn what the student is being taught. Encourage and assist student where possible.
3. Plan for the student to address the Club before leaving.
4. Give student at least 6 club banners to present to clubs while abroad
5. Acquaint the student with all the Club's activities and projects
6. Help student prepare slides and photos of home, school and community for presentations while abroad.
7. Make sure student has received Bolduc Insurance Policy and card before leaving.
8. Encourage student to contact Host Rotary Club, counselor and host families as soon as known.
9. Make sure student has notified host club and family of travel itinerary\
10. Plan a farewell for the student, with possibly a small present for the Host Club.
11. Obtain a good picture of the student and a brief write-up for the local paper.

WHILE STUDENT IS ABROAD:

1. Keep in regular contact with the student and document contact on form OB501. Remember holidays and birthdays and it is recommended to write a letter at least 3 times during the year. Pass around letters at the club meetings that are received from the student. District reports will be sent to YE Chairman when received (Sept, Nov, Jan, March, May).
2. Invite students' parents to club meetings during the year.
3. Encourage parents to attend April orientation to prepare for student's return.

WHEN THE STUDENT RETURNS:

1. Have a "welcome home" reception
2. Ensure that student and parent attend re-entry orientation in August (counselor is also encouraged to attend)
3. Help the student prepare a presentation to the club about the year abroad.
4. Help arrange other speaking engagements in other clubs to share the experience.
5. See that they attend District meetings during ROTEX year.
6. Help student return to life in the USA. Be there for support and guidance during the re-entry period of adjustment.
7. Send picture and report of the student's year abroad to local papers.