

ROTARY INTERNATIONAL DISTRICT 5500
JOB DESCRIPTION
DISTRICT YOUTH EXCHANGE OFFICER (YEO)

ROLE:

The District YEO is responsible for the overall operations of District 5500's Rotary Youth Exchange (RYE) program. The District's YEO manages youth exchange activities within the district and communicates with Rotary International, the District Governor, District clubs, South Central RYE, and the US Department of State, as needed.

RESPONSIBILITIES:

Set the Youth Exchange program guidelines to ensure compliance with Rotary International guidelines, US Department of State regulations, and The Council on Standards for International Educational Travel requirements.

Determine the annual RYE budget based on the District goal for the number of outbound/inbound student pairs.

Coordinate youth protection efforts and implement risk management policies and a crisis management plan.

Ensure communication with Rotary International, South Central RYE, and the District on YE activities.

Provide all training necessary and maintain required records.

Manage all activities for sending students abroad and hosting students in the District.

For more detailed information, read pages 10-14 in the RI Youth Exchange Handbook. To find the Handbook, google: Rotary Youth Exchange Handbook 746-EN

QUALIFICATIONS:

Rotarian in good standing with home club for the immediate past year.

Interest in working with youth ages 13-19 years and able to pass a Background Check.

Proven organizational, time management and leadership skills.

Effective verbal and written communication skills.

Ability to travel to attend annual SCRYE Winter Conference.

TERM OF OFFICE:

Three years, renewable annually, subject to approval of the District Governor, District Governor-Elect, and District Governor-Nominee.