Outbound Coordinator Job Description
(dates NOT included as they change)

1. Update Outbound Coordinator Handbook on an ongoing basis as it contains the details for the job duties listed below.
2. Promote the youth exchange program on an ongoing basis and get Clubs engaged, helping them to identify students of their own or sponsor students without a host Club.
3. Receive completed Outbound Applications from Club Counselors and/or Students and check for completeness. Distribute to Interview Panel for review prior to interviews.
4. Attend Rebound Weekend and assist ROTEX Advisor as required.
5. Attend Inbound Orientation and assist Inbound Coordinator as required.
6. Plan and lead Outbound Interviews:
	1. send country/language preference sheet to students prior to interviews
	2. interview prospective students recommended by Clubs
	3. oversee country placement
	4. inform Outbound Student of acceptance into program
	5. inform Outbound Student and Club Counsellor of country selection
7. Make contact with Trading Partners to confirm exchanges and maintain contact as required. Send required student documentation. As host country documents are received, forward to IYWT and student.
8. Plan and lead two Outbound Orientation weekends
	1. order business cards, name badges, blazers, trading pins, US Flags
9. Follow outbound students progress through exchange:
	1. keep databases (WESSEX and IYWT) up to date, loading documents as received.
	2. track student progress in obtaining their VISA and insurance, sending out e-mails on a regular basis to get the status of their paperwork
	3. follow up with students on return ticket and itinerary
	4. receive and act on quarterly reports, sending on to sponsoring Clubs.
	5. follow up on issues arising during the exchange