

**Rotary District 7610**  
**District Long-Term Youth Exchange Coordinator**

Job Description

**Purpose:** To promote and support youth participation in the Rotary International/ESSEX long term exchange program.

**Qualifications:** Appointed by the District Governor, the appointee must be a Rotarian in the district, undergo a criminal background check and successfully complete all Essex and District 7610 required Youth Protection training.

**Duties and Responsibilities:** Under the direction of the Youth Exchange Chair, the Coordinator performs the duties of Long-Term Exchange coordinator in accordance with ESSEX Youth Exchange Program Handbook. Duties include but are not limited to:

- ❖ Work with the District Youth Exchange Chair, Youth Programs officers (RYLA, Interact Chairs etc.) and others at the District level to promote youth participation in the Long-Term exchange program;
- ❖ Guide interested clubs and candidates through the application process and exchange placement in conformance with the procedures and requirements of ESSEX;
- ❖ Participate in interviewing student applicants approved by Rotary Clubs and makes recommendations to the Youth Exchange Chair about candidate acceptance/participation in the Long-Term exchange program. The Youth Exchange Chair may delegate this function and the signature authority for Long Term program application processing to the Coordinator;
- ❖ Work effectively with the YEAH Database to maintain all required paperwork for ESSEX (student monthly reports, etc.) and problem-solves completion or receipt of all forms and reports.