

**Sutherland Lakewood Sister Cities Student Exchange
Coordinator
Position Description**

Volunteer role

Key Tasks:

- Provide general advice and assistance to potential student applicants and their parents.
- Conduct information session presentations to students and parents outlining program benefits and procedures.
- Work with the Sutherland Lakewood Sister Cities Student Exchange Committee to assess applications for suitability and liaise with overseas partners before and during the program.
- Manage formal written communications with students and parents.
- Ensure records are kept fully up to date with all communications and documents relating to student applicants.
- Make sure all legal and regulatory compliance requirements are met and formally recorded.
- Plan, coordinate and supervise travel and other activities for both local and inbound students.
- Ensure on ground activities meet overseas partner committee and internal budget requirements.
- Actively manage the resolution of issues/problems that arise during a student's engagement with the Program.
- Provide ongoing support to all students participating in the exchange and escalate any issues of a serious nature through the required protocols.
- Ensure high level communication with all parties – schools, families, Committee, regulatory authorities etc. - is maintained throughout the life of the program.
- Work with committee to ensure web and social media content is accurate and up-to-date.
- Contribute to planning and delivery of pre-departure and arrival orientations.

Required Skills and Experience:

- Current First Aid Certificate
- Working with Children Check
- Significant experience working with/and or supporting young people
- Strong written and verbal communication skills.
- Self-motivated and ability to work independently.
- Strong administrative, record keeping and computer skills.
- Experience in problem solving and mediation.
- Works well under pressure.
- Good team player.
- Budget Management.

Desirable Skills and Experience:

- Tertiary Qualifications or working towards qualifications in Welfare, Social Work, Youth or Community Work (eg. Currently studying in these fields)
- Experience as an exchange student or host family.

About the role:

The Coordinator oversees the recruitment, support and engagement of young people involved in the Sutherland Lakewood Sister Cities Student Exchange, under the guidance and direction of the committee of the Sutherland Lakewood Sister Cities Student Exchange Inc. The committee manages the governance, finance and strategic direction of the program. The Coordinator reports to the committee. This a reciprocal education exchange between the sister cities of The Sutherland Shire, NSW, Australia and Lakewood, Colorado, United States. The area is part Jeff Co School District. The two-way program has been in operation for over 40 years and offers students in year 10 the opportunity to study abroad and experience living with a family in another country for around 6 months. Students attend high school while they live abroad.

On the ground in the Sutherland Shire, the Coordinator supervises students on official exchange activities including trips to locations such as Uluru, The Great Barrier Reef, Tasmania etc. Additionally, they coordinating official events such as the Mayoral Welcome, public speaking events etc. Importantly they provide support and maintain communication with all students and families involved in the exchange for the complete term of the exchange program.

The exchange runs on a schedule of February to June being the recruitment of Australian students and pre-trip preparation. July to mid-January, the Australian students attend school in the USA. At the end of January, the US students travel to Australia and attend school February to June, before returning home.

All costs associated with the role e.g. travel, catering, event resources etc. are meet by the Exchange.

Whilst voluntary, the Coordinator role offers much in return in terms of experience, travel and skills development. It is a great role for an emerging community or youth worker or could be undertaken as student placement for tertiary Youth, Community or Social Work studies.