AT_Sending_Coordinator

The Area Team Sending Coordinator is the area volunteer with the principal responsibility for coordinating volunteers, returnees, and schools in recruitment for and implementation of AFS outbound programs. As such, the Area Team Sending Coordinator facilitates and monitors the recruitment and selection of area candidates for the various sending programs of AFS and works with local volunteers to increase the number of students going abroad. The Area Team Sending Coordinator also serves as the principal liaison between the Area Team and the Regional Service Center for procedural and policy issues related to student recruitment and outbound programs.

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Responsible to:

• Area Team Chair

Time required:

- 10 to 15 hours per month
- Length of service time: 2 years

Competencies Required:

- Well organized
- Excellent relationship and team—building skills (Negotiating, mediating, recognizing others, problem—solving)
- Keeps commitments
- Comfortable with ?big-picture? thinking
- Passion for the AFS mission
- Effective at task delegation

Training:

- Participation at national conferences or regional/local training events
- Ongoing support from Regional Service Center and national staff
- Peer–to–peer training and/or mentoring available

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Works with:

- Staff
- ♦ Regional and National sending staff
- Volunteer
 - ♦ Area Team Leadership
 - ♦ Chapter/local unit sending volunteers

Responsibilities:

- Collaborate with Area Team, Regional Sending Staff, and other responsible volunteers to set sending commitment for the Area Team for each sending program cycle which takes into account the chapter/local unit sending capacity.
- Coordinate with Area Team and Regional Sending Staff to create a sending recruitment plan and oversee the implementation of it
- Ensure, through collaboration with chapter/local volunteers, the timely follow—up of recently received pre—apps.
- Ensure quality AFS relationships with school administrators and faculty
- Provide or help ensure volunteer training in student recruitment activities such as school presentations, effective publicity, sending interviews, etc.
- Act as liaison between chapter/local volunteers, participants and regional staff including, but not limited to procedure and policy information
- Receive and handle sending inquiries either through chapter/local volunteers or directly
- Maintain a supply and distribute sending recruitment materials
- Ensure that contact with applicant and natural family is maintained throughout the sending cycle, including suggestions for meeting financial needs, to ensure retention
- Follow up with students in pre-app status encouraging them to complete Part II of the application and arrange for their interviews with local volunteers. Incorporate the student and family into local activities.
- Work with Area Team Chair and Orientation Coordinator to ensure that prescribed orientations are timely and of good quality
- Attend all Area Team meetings

Benefits:

- Develop lifelong relationships with volunteers, staff, and participants
- Share the power of the AFS mission with many communities, individuals and families
- Enhanced knowledge and understanding of other cultures and the impact on the American perspective
- Play a leading role in developing AFS as a strong international education organization serving local and regional parts of the country

Works with: 2