

4-H International Exchange Program: Local Coordinator Position Description

Purpose:

Seeking one or two individuals in each county or region to assist WSU 4-H International Exchange Program Coordinator with the International Exchange Program and act as local volunteer or staff coordinator(s).

Time commitment: varies between the three modes of the program (See Brochure or website for more details)

- **Summer Inbound Program:** February to September 1 each year. Approximately 5-10 hours per month. See duties listed below.
- **Outbound Program:** Recruiting local youth to participate in outbound exchanges and prepare them to submit applications by early November.
- **Yearlong High School Program:** Monthly communication with the delegate and the host family during the school year.

List of Duties:

- Actively recruit and be a local advocate for youth and families to encourage youth and family participation in 4-H International Exchange Programs.
- Act as a contact person and resource for local host families and liaison with State 4-H International Exchange Coordinator.
- Provide local leadership and communication to participants, county and state personnel
- Assist in screening process and in-home interviews for prospective host families
- Maintain communication with host families during hosting period

Local coordinators are supported by the State 4-H International Exchange Program Coordinator and county personnel.

Qualifications:

- Ability to listen, follow guidelines and protocols
- Ability to promote and recruit for the program
- Able to make sound unbiased judgements
- Maintain flexible mindset and inspire others
- Conduct oneself in a professional and confidential manner
- Availability in case of emergency during hosting period
- Ability to participate in international exchange program orientation as requested by State International Program Coordinator

Benefits:

Local Coordinators are able to further develop skills related to global learning and enhance their cultural experiences. Assisting in the 4-H International Exchange program is a great way to engage with people, have new experiences and through encounters with others, learn about oneself.

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Website: <http://extension.wsu.edu/4h/youth/global-4-h/international-exchanges/>