

## **Local Representative - Position Responsibilities**

1. Complete an orientation session provided by your Area Director.
2. Utilize local community contacts to develop and implement plans to recruit potential host families and outbound students, with the assistance of your Area Director. Present the Program to the local media, civic groups, churches and the community at large.
3. Develop relationships with school officials to identify student and host family recruitment opportunities.
4. Conduct personal student interviews for outbound students, sending completed forms to headquarters for review to determine suitability of student to travel. Your assessment should include comments on language fluency.
5. When instructed by International Fellowship that a student may be a suitable candidate, assist outbound applicants by scheduling an “Introduction to Foreign Exchange”, providing program information and guidance in the completion of the application, and in obtaining necessary documents (if needed).
6. Upon notification by International Fellowship of final acceptance, schedule and provide pre-departure student orientation one to two months prior to departure, using the Student Handbook as a guideline.
7. Conduct home screening interviews for prospective host families, upon notification from International Fellowship, using the Host Family Interview Forms as a guideline. Complete the Home Visit/Screening form for submission to the headquarters’ office for final review.
8. Upon notification of a host family’s final acceptance by International Fellowship, schedule a host family orientation to be completed **prior** to the student’s arrival. The Host Family Handbook serves as a guideline for discussion of all International Fellowship rules and regulations relating to host families.
9. For the inbound student, conduct a post arrival orientation within two weeks of the student’s arrival in the host home, using the Student Handbook as a guideline.

10. Assist the Area Director in providing support and counsel for the host families and students throughout the duration of the program.
11. Personally meet with or telephone each host family and student at least once a month, or more frequently if needed, to evaluate and assist in adjustment. Notify your Area Director of any significant concerns. Any violations of Federal, State or Local Laws, including International Fellowship rules and regulations **must** be reported by phone immediately, followed by a written report.
12. Inform International Fellowship Headquarters **immediately** of any emergency situation via the 24-hour emergency phone number; which is 1-800-647-8839.
13. Assist the Area Director to secure a replacement host family in the student's same school district if necessary and possible.
14. Conduct student re-entry meetings several weeks prior to departure to their homeland. Complete a Local Representative Final Evaluation Form, which is to be mailed to your Area Director within one week of your student's departure. Provide any news/photos of your student to International Fellowship for publicity purposes. Newspaper articles, pictures and special achievement information is great to send in throughout the student's program for the monthly newsletter online at [www.internationalfellowship.org](http://www.internationalfellowship.org)