

AT Returnee Coordinator

The Area Team Returnee Coordinator is responsible for coordinating the support, recruitment, integration, orientation, and recognition of Returnees for the Area Team

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Responsible to:

Area Team Chair and/or Volunteer Coordinator

AFS USA Returnee Initiative

Time Required:

- 10 hours per month depending upon your Area Team, with increased hours possible around a big event once or twice a year
- Length of service time : 1 year minimum commitment

Competencies Required:

- Willingness to be a spokesperson for local/national Returnees
- Ability to maintain open lines of communication with diverse groups of volunteers, potential volunteers and Regional Staff
- Excellent relationship, team-building and leadership skills
- Negotiating, mediating, problem-solving, and listening skills
- Capacity to work independently
- Capacity to work collaboratively with varied personalities and cultures
- Capability to assess needs and match resources
- Flexible, dependable, and detail-oriented
- Access to personal computer required and necessary (specifically online services)

Training:

- Database training
- Peer-to-peer training and/or mentoring available
- Participation in regional or national conferences or training events

Works with:

- Volunteer
 - Area Team Leadership
 - Area Team and Chapter/Local Unit Volunteers
 - AFS-USA Returnee Initiative (National)

Responsibilities:Required:

- Maintain & update a local database of Returnees in the Area Team
- Forward contact information for local returnees relocating to another area to that Area Team Returnee Coordinator or appropriate individual within the team.
- Ensure follow up with new Returnee leads in a timely manner (7 days)
- Collaborate with local Volunteer Coordinator and/or local unit volunteers to assess, match and coordinate volunteer opportunities within the team and match Returnee interests to needs.
- Communicate the full range of AFS volunteer and development opportunities to local Returnees for involvement
- Attend local unit meetings or ensure Returnees are represented
- Plan and coordinate a Welcome Home event for current study abroad students

Additional:

- Collaborate with Area Team Sending and Orientations coordinators to involve local returnees at student Pre-Departure Orientations (PDO) as small group leaders or country advisors
- Ensure a returnee speaks to PDO participants about the Returnee Life Cycle and volunteering opportunities upon program return.
- Coordinate returnee led sending interviews with local students interested in studying abroad
- Coordinate returnees interested in serving as liaisons or mentors to students abroad and/or hosted students in the community
- Coordinate returnee led school presentations promoting AFS programs
- Provide resources for developing college returnee groups

Benefits to Volunteer:

- Develop lifelong relationships with returnees, volunteers and staff
- Further one's AFS exchange and growth opportunities as a volunteer
- Develop AFS programs locally and nationally through returnee integration
- Professional/career development and networking opportunities