



Inbound Club Counselor

The Club Counselor is the student's advocate – a confidant, guide, and resource when help is needed. It takes time to build the relationship, but it can start with the first email sent before they even arrive. Being available, listening to and addressing their questions, and providing them with the information they need are major strengths of the Club Counselor. Helping them to adapt to our culture and language, assisting in navigating difficult situations with friends and host families, and doing something fun with them are important functions of the Club Counselor. Close contact like this often results in a life-long relationship!

BRIEF SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Be an advocate for the student.
- Support the student and make him/her feel a part of the Rotary family.
- Be the liaison between the student and Rotary club, host family, school, and the community at large.
- Provide guidance and counseling to the student in matters such as choosing classes, friends, and activities.
- Assist the student in adapting to the culture and language.
- Contact the student monthly, as required by the U.S. Department of State and file a monthly report via the Web Portal or the HUB on how you perceive the student is doing. Your student will not have access to what you report.
- Listen attentively to the student's comments and concerns.
- Provide the student with general information about the host club and area, including a list of contact information for people and organizations the student can contact if he/she needs help, as mandated by the US Department of State.
- Work with the community and the student's school to ensure that the student is involved in positive activities and community life, throughout the school year.
- Inform student about sexual abuse and harassment prevention and create a supportive atmosphere in which the student feels comfortable to discuss his/her concerns.
- Be aware of signs and symptoms of sexual abuse and harassment, and know what appropriate actions to take.

For more details, see the *North Star Club Counselor Handbook*.

