

# Become a Community Coordinator



## You can make a difference as a Community Coordinator

Our Community Coordinators are men and women who believe that student exchange is a life changing experience for young people and the host families within the local community. As a Community Coordinator, you will assist with recruiting and interview potential host families. You will provide ongoing support to these families and students to ensure that the exchange experience is a success for everyone as well as interviewing local students wishing to go on exchange overseas.



## Who is Student Exchange Australia New Zealand Ltd?

Student Exchange Australia New Zealand Ltd is an Australian not-for-profit company registered as a secondary exchange organisation with Departments of Education around Australia and with the New Zealand Ministry of Education.

Our mission is to offer the unique experience of living and studying in another culture and to enable young people to develop the skills and awareness that will enhance their future potential. Experience is everything.

## As a Community Coordinator, you will help us by:

- Interview and assist in finding and evaluating potential host families.
- Introducing students with families according to Student Exchange Australia New Zealand and Education Department guidelines
- Keeping us informed on students' progress
- Conducting host family and student orientations, once a year (if required).
- Supervising students and providing support to them and their host families
- Interviewing local students who wish to go on exchange overseas
- Accessing our comprehensive online Info Centre along with other community coordinators

*"I have been a Community Co-ordinator since 1996. What a superbly satisfying role this is. Not only have I learnt about other countries and cultures, but I have made lasting friends both with the students and the families. I would not hesitate to recommend this role. Come and try it, you will be amazed at the REWARDS."*

*Judie Pyke – East  
Bentleigh, Victoria*

## How much time will this take?

Generally, coordinating only takes an hour or two a fortnight. There will be times when you may need to devote more time, for example if you are evaluating and interviewing families.



## Are you recruiting in all regions?

Yes, exchange students can depart from anywhere in Australia or New Zealand. Similarly, overseas exchange students can be placed with a host family anywhere in the country. Exchange students from overseas are interested in living in all sorts of different communities so no place is too big or too small, too rural or too urban. We want international teens to learn and experience as much as possible about their new host family.

## Can I look after more than one student?

Yes, depending on your other commitments, you can look after a number of students. They'll need to be placed within close graphical range so that you can easily reach students or families if they need you.

## Is training and support provided?

Yes, a variety of information and learning aids are available on our coordinators intranet. You can also contact your dedicated Program Manager at any time, in addition to meeting and talking with other community coordinators.

## Do I get paid for Coordinating?

Coordinators are reimbursed for finding and screening host families, enrolling students in schools and supervising the students while on exchange. For example you will be reimbursed \$50 each month for supervising one student and \$350 for finding and interviewing a host family who decides to host an exchange student for 10 months.

There are additional reimbursement rates for various tasks depending on your level of your involvement and time you have available. You will also receive reimbursement for expenses, such as a petrol subsidy, to cover any travel required on your behalf for example. We also pay you a fee for identifying and interviewing outbound students looking to head overseas.



## What other Coordinators have said!

Most Coordinators say that the biggest rewards are the smiles and hugs they get from exchange students and the friendships they make from students and families from all over the world. Please find a quote from one of our Coordinators in Tasmania

*"Being a community coordinator is incredibly rewarding and a lot of fun. You get to learn about other countries and their culture, you are instrumental in bringing families and exchange students together and you make friends for life!"*

*Libby – Launceston, Tasmania*

There is also a reward system in place that is aimed at thanking highly involved coordinators for their valuable contributions. This can include invitations to participate in a Red Centre Tour with the international students in the Northern Territory.



## Who is a typical Community Coordinator?

Coordinators come from many different backgrounds. They can be men or women and they can be young or retired. Some are former teachers, some are individuals who are active in youth programs in their area and some are parents who have had their own kids go on exchange in the past. There really is no common profile. All Community Coordinators must undergo the relevant 'Working With Children' checks for their state or territory. The common thread is that our Coordinators are active people, with an interest in other cultures and

a belief in the power and value of the student exchange experience.

## Is this for me?

The best way to find out is to talk to one of our staff. They are experienced in dealing with Community Coordinators and can answer any questions you might have about the role. They can also put you in touch with others who have accepted this role so you can get first hand opinions and information.

**If you want to learn more, contact us on**  
**1300 135 331 (Australia) or 0800 440 079 (New Zealand) or**  
**[info@studentexchange.org.au](mailto:info@studentexchange.org.au) or [info@studentexchange.org.nz](mailto:info@studentexchange.org.nz)**