

Annexure I

Job Responsibilities for Outbound Coordination/Sending:

1. To follow the guidelines and rules set for the functioning of sending department.
2. To keep the sending department informed about all the updates, achievements and process.
3. To help the sending team to organize, plan and execute calendar events for all the programs (orientation, training etc) throughout the year.
4. To focus on finishing all the sending department works on time which involves YES and AFS Programs.
5. Send emails and Follow up with the students for any information as and when required.
6. Update file on the Global Link (master travel plan, hosting fact sheet, service case)
7. Support and Help other Departments as per requirement
8. School Support
9. Lead Inquiries – Work (Calls and Emails) on lead inquiries and materialise the relevant ones into concrete results bypassing them to concerned departments
10. Interface with Participants – Program information, Logistics, Payment and Travel
11. Interface with Field Operations team – Program information, Participant selection & support
12. Documentation and Filing – Help in document preparation and filing of Short-term/ Other Programs
13. Managing relationships with schools – Work under the guidance given by School coordinator
14. Support and Help other Departments as per requirement
15. To bring numbers as per the set standards for AFS programs.

Job Responsibilities for Hosting:

1. Support the hosting program
2. Monthly report of all host students, host families and host schools updated in Global link
3. Ensures the quality of all hosting programs
4. Organize the orientation camps for all hosting programs
5. Assist in back end support and documentation.
6. GL update to be done on regular basis.

Job Responsibilities for Organizational Support:

1. Support in Logistic Arrangements for the various Program Trainings/ Orientations
2. Work with the program team on Visa information and Travel information to participants
3. Overall program administration, like reviewing participants files, etc.

4. Support in Global Link Updating (ex. Master Travel Plan, Hosting fact sheet, Service Case etc.)
5. Support in Collecting CSE and Certificate Distribution to the students on completion of the Program
6. Preparing Documents and Filing for Sending Department
7. Support with special projects and research
8. Support and Help other Departments as per requirement
9. Work towards alumni engagement and its process

Job Responsibilities for Alumni:

1. Ensures the quality of all programs along the international guidelines issued by AFS.
2. Ensure that processes need for the alumni programs are established, implemented and maintained.
3. Build networking opportunity for alumni and student body in order to benefit all through maintenance of alumni website and coordination of bi-annual events.
4. Develop new employer resources for alumni. Seek personal contact at highest decision-making level within corporations and business.
5. Prepare monthly reports relating to alumni activity.
6. Maintain the Alumni information display case, Alumni newsletter/ website, and departmental forms.
7. Develop an effective Alumni Association a positive image and promote participation and goodwill.
8. Organize and implement annual graduation ceremony, quarterly portfolio show and other events in order to promote continued contact with graduates.
9. Be actively involved with professional organizations.
10. Undertake rostered weekend on-call duties when required.
11. Take part in the organization's emergency system
12. Assist on the preparation of promotional and training material targeted to volunteers and staff

Other accountabilities for all:

The other major accountability of staff member is:

1. Ensures the quality of all programs along the international guidelines issued by AFS.
2. Help in the coordination of selection interview for sending programs & liaise with the volunteers.
3. Ensure that AFS IND Program processes and strategies are implemented to meet targets and international deadlines

4. Support the orientation camps for all programs with the assistance of volunteers.
5. Undertake field trips to develop the volunteer Local Chapters for support.