



AFS Intercultural Programs Australia

Statement of Duties

Position: Team Leader – Hosting

General statement

It is the role of the Team Leader Hosting to:

- ☞ Help identify potential hosting volunteers across the state
- ☞ Assist to train hosting volunteers
- ☞ Distribute hosting profiles and other hosting resources
- ☞ With the assistance of the hosting team and State Committee plan hosting numbers and prepare for the hosting campaigns
- ☞ Monitor hosting activity across the state and provide support where needed
- ☞ Ensure compliance to AFS standards as stated in the operations manual
- ☞ Evaluate hosting campaigns and provide feedback to volunteers, State Coordinator and Head Office
- ☞ Liaise with Head Office Hosting Manager and State Coordinator