



AFS Intercultural Programs Australia

Statement of Duties

Position: Team Leader – Sending

General statement

It is the role of the Team Leader Sending to:

- ☞ Help identify potential sending volunteers across the state
- ☞ Assist to train sending volunteers
- ☞ Distribute sending resources to volunteers
- ☞ With the assistance of the sending team and State Committee plan sending numbers and prepare for the recruitment campaigns
- ☞ Monitor sending activity across the state and provide support where needed
- ☞ Ensure compliance to AFS standards as stated in the Operations Manual
- ☞ Evaluate sending campaigns and provide feedback to volunteers, State Coordinator and Head Office
- ☞ Liaise with Head Office Sending Coordinator, Recruitment Coordinator and the State Coordinator