



# Fukuoka Area Leader Application 2017-2018

*-Information on the role of Area Leaders and application procedures-*

## **Area Leader Role and Description**

The role of an Area Leader is to provide a community for the JETs in their area, especially those in their 1<sup>st</sup> year. Area Leaders need to be personable, proactive members of their communities with an interest in improving the experience of JETs in their region. They must be willing to regularly interact with the nearby JETs and to designate time outside of work to fulfill their role.

Tasks that Area Leaders are expected to perform include, but are not limited to, the following:

### Answer General Questions from JETs

- Town information, popular local services (cellular, internet, etc.), shop location, local “how to” guidance

### Pre-Arrival Contact

- Welcome letter / email (basic area information, who will be nearby, etc.)
- Provide the Fukuoka JET Orientation Committee with the Area’s Welcome Event information

### Post-Arrival Contact

- Contact new JETs soon after their arrival in Fukuoka and offer assistance where necessary (survival skills including how to ride a train/bus, how to use an ATM, tour of grocery store/conbini, etc.)
- Organise a Welcome Event when new JETs enter your Area in July/August
- Make yourself available (pre-arrival email, welcome event, etc.) to other new JETs that may arrive throughout the year
- Organise and inform JETs of upcoming events

### Provide a Support Network in Their Area

- Maintain regular contact with JETs
- Periodic emails about upcoming events, reminders, announcements, etc.
- Organising social gatherings (such as dinners, park outings, hikes, volunteer events, etc.) Take special effort to reach out to rural/isolated JETs. Area Leaders are expected to arrange **6 or more** such gatherings during the year (for example, once every 2 months).

### Support the Prefectural Advisors

The PAs may call on Area Leaders to assist with a variety of tasks:

- Gather and disseminate information
- Inform / remind JETs of role of PAs / support systems available
- Keep in regular contact with PAs
- Periodically provide up-to-date information about their area for use on the Fukuoka JET website
- Maintain updated list of points of interest for their area on the Fukuoka JET Interactive Google Map
- Assist with the development of the Fukuoka Introduction Video to be used at Fukuoka JET Orientation
- Pass on any matters of importance to the PAs



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## APPLICATION PROCEDURE

① <u>Indication of Interest</u>	
DUE: Monday, 27 March	<p>Indications of interest should be sent to the PA Area Leader Liaison (Wesley Bishop) at <a href="mailto:fukuokajhs@gmail.com">fukuokajhs@gmail.com</a></p> <p><i>*This does not need to be lengthy or formal. This step is to let the PAs know which Areas have heavy competition or lack of interest and allow them to respond appropriately before the application deadline has passed.</i></p>
② <u>Application</u>	
DUE: Friday, 21 April	<p>Interested applicants must write a brief mission statement (250-350 words) explaining why you want to become an Area Leader. Please use this opportunity to list why you believe you would make a suitable Area Leader, what you would do to improve the system in your area, and at least two event ideas.</p> <p>Please submit via email to Wesley Bishop at <a href="mailto:fukuokajhs@gmail.com">fukuokajhs@gmail.com</a></p>
③ <u>Results</u>	
BY: Friday, 12 May	<p>Applicants will be informed of results by 12 May 2017.</p> <p>Appointed Area Leaders will serve from 1 June 2017 to 31 May 2018.</p>

※**Current Area Leaders** who are interested in renewing their position for another year are not required to submit a indication of interest or mission statement. Instead please answer Question 12 on the Area Leader Self-Evaluation form.