

497 HOMESTAY COORDINATOR

Identifying Information

Position Title:	Homestay Coordinator
Department:	International Student Program
Reports to:	Assistant Superintendent of Learning, Technology and Facilities
Position Supervises:	Homestay Families and International Students

Position Summary

This position works collaboratively as part of the International Student (IS) team, networking with the goal to develop, maintain and build the CRPS homestay community.

Qualifications and Experience:

1. Ability to maintain confidentiality in all aspects of the job.
2. Strong oral and written communication skills.
3. Outstanding organizational skills with demonstrated proficiency in multi-tasking, working within tight timelines and working under pressure with conflicting priorities.
4. Flexible.
5. Positive interpersonal and communication skills including conflict resolution.
6. Ability to work in a team and maintain positive relationships.
7. Ability to network and establish and maintain relationships with the local community.
8. Experience with marketing.
9. Computer skills and experience in Google Suite and ability to easily learn online database management/ knowledge of True North (or similar database).
10. Familiarity with MailChimp, Survey Monkey, Doodle Poll or similar.
11. A positive high-energy approach to new challenges.

12. Familiarity with international students, cultural awareness and homestay procedures.
13. Familiarity with schools and public education.
14. Must have a driver's license and reliable transportation.

Duties and Responsibilities:

1. Maintain confidentiality and protect operations by keeping sensitive information confidential.
2. Conduct home visits and determine suitability of homestay families.
3. Protect the privacy of homestay families and staff.
4. Handle sensitive and confidential information in an appropriate manner.
5. Maintain staff and student files, database information, issue and track international invoicing.
6. Set and meet deadlines regarding the recruitment of families for our students.
7. Develop relationships with both new and existing host families.
8. Ensure proper placement of students and support students with any homestay or education needs.
9. Meet with students on a regular basis.
10. Organize and maintain the paperwork and database for all homestay information.
11. Collaborate with host families and students in working through issues regarding homestay problems and cultural differences.
12. Respond to crisis situations in a prompt, sensitive and caring manner, while maintaining confidentiality.
13. Support homestay and student orientations.
14. Assist in developing homestay policies, procedures and practices. Evaluate homestay program operations.
15. Assist with airport pickups and drop offs for students.
16. Support the planning, coordination, organization and implementation of student events, outings and social gatherings.

17. Other duties as assigned by the Assistant Superintendent of Learning, Technology And Facilities or the International Student program Coordinator.

References

History

Developed: September 2020
Amended: February 2025