

497 SHORT TERM INTERNATIONAL PROGRAM AND HOMESTAY COORDINATOR

Identifying Information

Position Title:	Short Term International Program and Homestay Coordinator
Classification Title:	International Student Program
Department:	Central Office
Reports to:	International Student Program Coordinator
Position Supervises:	Summer Students hired to support the Short-term International Student Program

Position Summary

This position works collaboratively as part of the International Student (IS) team to coordinate and implement short term international student programs, in addition to networking with the goal to develop, maintain and build the CRPS homestay community.

Qualifications and Experience:

1. Positive interpersonal and communication skills including conflict resolution.
2. Ability to work in a team and maintain positive relationships.
3. Ability to network and establish and maintain relationships with the local community.
4. Marketing experience would be an asset.
5. Computer skills and experience in Google Suite and Applications (such as team drives, docs, slides, sheets, etc), internet use and ability to easily learn online database management/ knowledge of True North (or similar database).
6. Familiarity with MailChimp, Survey Monkey, Doodle Poll or similar.
7. Outstanding organizational skills with demonstrated proficiency in multi-tasking, working within tight timelines and working under pressure with conflicting priorities.
8. A positive high-energy approach to new challenges.

9. Familiarity with international students, cultural awareness and homestay procedures.
10. Familiarity with schools and public education is an asset.
11. Must have a driver's license and reliable transportation.

Duties and Responsibilities:

The duties and responsibilities of this position are comprised of two main areas:

1. Short Term International Program Coordinator
 - a. Working in conjunction with the IS team, organize and implement the various aspects of the short term IS program including but not limited to ESL classes, activities, meals, busing, etc.
 - b. Along with the other members of the IS team support the staffing needs of short term programs.
 - c. When necessary support the recruitment and supervision of any additional staff that is needed during the operation of short term IS programs.
2. Homestay Coordinator
 - a. Set and meet deadlines regarding the recruitment of families for our students.
 - b. Develop relationships with both new and existing host families.
 - c. Ensure proper placement of students.
 - d. Organize and maintain the paperwork and database for all Homestay information.
 - e. Collaborate with host families and students in working through issues regarding homestay problems and cultural differences and respond to crisis situations in a prompt, sensitive and caring manner.
 - f. Support homestay and student orientations.
 - g. Assist in developing Homestay policies, procedures and practises. Evaluate homestay program operations.
 - h. Assist with airport pickups and drop offs for students.
 - i. Support the planning, coordination, organization and implementation of student events, outings and social gatherings.

- j. Other duties as assigned by the Director of Technology, Learning and Facilities or the International Student program Coordinator.

References

History

Developed: September 2020