Homestay Coordinator, Contract
Applications must be received no later than Monday July 31st at 12pm

In 2018, School District 72 will welcome approximately 50 international students to Campbell River. International students stay from three months to four years. Students enrol in our local schools and live with local families in order to maximize their English immersion experience. Students arrive here from China, Taiwan, Japan, Spain, Germany, Austria, Switzerland, Italy, France, Mexico and Brazil. The SD 72 International Student Programs intends to continue to deliver a high quality program including caring and knowledgeable homestay families, an exciting and varied activity program, an excellent school experience and personalized service while building capacity in all areas of the program to support increasing the number international students.

Core Responsibilities:
The Homestay Coordinator, reporting to the Global Engagement Manager, liaises with homestay parents, students, office staff and the Academic Advisor in the District’s International program as required. The responsibilities are varied, often of a confidential nature, and require the ability to work independently as well as with a broad range of individuals and personalities. The ideal candidate will exhibit excellent communication and interpersonal skills, and the ability to exercise sound judgment and tact. Responsibilities will include but are not limited to; recruiting and training host parents for international students; matching international students to selected host families; orienting students; monitoring all homestays so that students and families enjoy a positive experience; providing support to students and families; working closely with the International Student Programs staff and report directly to the Global Engagement Manager. This role will develop positive working relationships with international students, homestay families, other members of District staff and the public. This role is easily the most essential as support for our Homestay Program is key to the success of the Campbell River International Student Program. With a goal of increasing our International Student Population there is room for this role to expand beyond the current parameters.

Required Qualifications and Experience:
1. Minimum of two years of post-secondary education/ training plus experience working in International education, homestay services and/or equivalent training and experience.
2. Experience working with international students or in a multi-cultural setting
3. Cross-cultural understanding
4. Ability to analyze, interpret and use judgement in resolving problems
5. Strong computer skills and database applications including Microsoft Outlook, Excel and Word.

Desired Qualifications and Experience:
1. Post-secondary degree in business, social services or education
2. Proficiency in a second language
3. Training in Conflict Resolution
This is a contract for services from August 2018 – July 2019 based upon part-time average of 4 hours a day with the potential to grow in scope as student population increases. This contract will be reviewed annually. A vehicle is required. Remuneration for this contract is anticipated to be approximately $26,000 for part-time hours (4 hours / day on average) plus remuneration for on-call custodial duties. This remuneration includes 4 weeks vacation.

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Please send Resume, Cover Letter and Three Business-related references

Attention: Mercedes Hayduk, Global Engagement Manager [Mercedes.hayduk@sd72.bc.ca](mailto:Mercedes.hayduk@sd72.bc.ca) or

In an envelope marked:

Attn: Mercedes Hayduk

c/o SD 72 Maintenance

1621 14th Avenue, Campbell River BC

Successful contractors will be subject to a criminal record check and must provide an ICBC driver’s abstract, valid driver’s licence & business/ company licence and liability insurance.