HOMESTAY COORDINATOR
INTERNATIONAL STUDENT PROGRAM

Title
Homestay Coordinator – Nova Scotia International Student Program

Scope of Responsibilities
The Homestay Coordinator with the International Student Program shall act as a liaison between host families, international students and school personnel to ensure the best possible experience is achieved for students in the program. The Coordinator will be responsible for engaging host families, liaise with schools in monitoring student progress and provide support for students. The Coordinator will work collaboratively within the International Services team and reports directly to the Program Administrators responsible for the Program.

Competencies Required
A Homestay Coordinator – International Student Program shall have the following competencies:

(a) The ability to develop and maintain positive and supportive relationships with students and host families;
(b) A demonstrated knowledge of programming for youth & adolescents in a variety of settings;
(c) The ability and willingness to work in a team environment;
(d) The ability to work independently in flexible work situations;
(e) A demonstrated ability to respond to the diverse needs of international cultures (i.e. language barriers, cultural diversity and community/school adjustment);
(f) The ability to utilize current technologies such as word processing, e-mail and Internet;
(g) The ability to work & communicate effectively within the Halifax Regional School Board, with students, host parents, schools, community members and external groups such as government agencies;
(h) The ability to solve problems and mediate conflict;
(i) Strong inter-personal, oral and written communication skills;
(j) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
(k) The ability to engage in continuing education and professional development;
(l) The ability to promote and maintain confidentiality as the norm.
Qualifications

(a) Post secondary education/training;

(b) Experience working with youth from diverse cultures considered an asset.

Specific Job Components

A Homestay Coordinator shall perform those tasks assigned by the Program Administrators. Those tasks may vary from time to time with the evolution of the organization and may include the following:

(a) Recruit and interview prospective host families and make recommendations regarding suitability for hosting students;

(b) Process applications of new host families and ensure all necessary documentation is submitted to the International Services Office;

(c) Ensure all background checks are completed on host families;

(d) Regularly follow up and act as a direct liaison between the student and host family to ensure a successful stay for student;

(e) Ensure preparations are in place and be available for student arrival and departure from the program;

(f) Plan and participate in an orientation session for new students and host families;

(g) Lead and attend monthly activities and events for students;

(h) Assist in the development of photo files of student activities and host family homes;

(i) Respond and take appropriate action on student behavior issues;

(j) Provide a written monthly report to the Program Administrators and attend monthly program meetings;

(k) Regularly monitor attendance and academic progress of students and complete Progress Reports as required;

(l) Make necessary arrangements in the event a student needs to be moved to new host family;

(m) Assist students with issue resolution and make recommendations to Program Administrators regarding the well being of students;

(n) Other duties and projects as required;