

**SCHOOL DISTRICT NO. 63
(SAANICH)****JOB DESCRIPTION****CLASSIFICATION**

Clerical

POSITION

Homestay Coordinator

SUMMARY

Under the limited direction of the Homestay Manager and Principal, Saanich International Student Program (SISP) provides recruitment, assessment and support of host and potential homestay families. The Homestay Coordinator is an advocate for international students and host families and will liaise with agents and schools. The Homestay Coordinator works closely with host parents, international students, principals, managers, teachers, counsellors and other school district personnel. The Homestay Coordinator works in a variety of settings including school, client family home or appropriate community location. To perform the duties of the job, flexible working hours are required including weekdays, week nights and weekends.

DUTIES

- Processes and reviews student applications for homestay placements
- Recruits appropriate host families who provide a comfortable and welcoming environment for students and who live within a reasonable distance of our schools
- Processes and reviews host family applications including personal references
- Visits and inspects each family home to determine suitability and appropriateness
- Consults with the Homestay Manager and/or District Principal determine student placements and relocations
- Assists in planning and organizing orientation meetings for families and for international program students
- Matches the profile of the international student with possible host families
- Maintains and updates all student and host family information in the SISP database
- Establishes and maintains relationships by regular and ongoing communications with host families, international students, agents and school staff on day to day matters
- Reconciles accounting records for host payments and refunds
- Monitors the homestay placement with the host family and student throughout the stay by maintaining contact through a wide variety of technologies as well as face to face
- Responds to emergent issues and concerns by assessing the situation, identifying the most appropriate response, recommending resources and maintaining support and ongoing follow-up with students and host families
- Assists in the development of homestay program policies and procedures
- Works with the Homestay Manager in working through issues regarding homestay problems and cultural differences and respond to crisis situations in a prompt and caring manner
- Facilitates cultural understanding between home and school
- Works in consultation with Homestay Manager regarding mediation with students, schools and host families

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Three years related experience including two years working with children and youth
- Working knowledge of general office procedures
- Working knowledge of spreadsheet, word and database software products
- Demonstrated ability to compose effective business correspondence
- Demonstrated ability to work independently; taking initiative and discretion in determining priorities
- Demonstrated problem solving and organizational skills
- Demonstrated positive interpersonal and communication skills including conflict resolution
- Demonstrated ability to work in a team and maintain relationships with others

** Or equivalent combination of training and experience.*

DESIRABLE SKILLS

- Knowledge of district policies and procedures
- Knowledge of international students and their cultures

DATE

April 2022

May 2021

April 2013