

Homestay Coordinator
Anglophone School District- South
Contract Position - Renewable yearly upon agreement of all parties

Major Duties and Responsibilities:

- Point of contact for Homestay families and schools based in the Hampton area
- Prepare and lead the publicity campaign to recruit host families in the community
- Complete profiles, paperwork and screen families to ensure families meet the criteria to host
- Ensure processing of criminal record check of all homestay families
- Consult with the New Brunswick International Student Program District Administrator on matching students with homestay families. Work with the students and families to assist with the cultural, social and emotional integration of the homestay situation. Deal effectively with conflict situations and assist with the communication process.
- Provide on-going support and guidance and maintain regular communication with schools, homestay families and students to address issues in a timely manner
- Be available to respond to off-hours emergency situations with students and host families
- Relocate students as required and arrange respite homestay for host families if an unforeseen circumstance arises
- Ensure transportation is arranged for homestay students to and from airport
- Complete monthly reports
- Plan for and lead activities for students at least once per month
- Assist with orientation session for new students and host families

Skills Required:

- Strong organizational skills
- Ability to work independently and solve problems
- Strong oral and written communication skills
- Cross cultural understanding and sensitivity

Other Requirements:

- Candidate must be flexible and available to take calls when necessary, including weekends
- Position will require someone willing to follow up on student/host issues or in emergency situations, as required
- Must have functional cell phone

Remuneration is based on number of students/homestays active in your portfolio.

Selected candidates will be a member of and employed by Atlantic Education International, an incorporated agency that manages and coordinates the international education programs and services for the New Brunswick Department of Education and Early Childhood Development.

Thank you in advance for applying. Only those selected for an interview will be contacted.

Please apply to debbie.thomas@gnb.ca. Applications will be received up to 5 pm. April 16, 2019.