

NSER is seeking a homestay coordinator for exchange students. Duties include recruiting and monitoring homestay families.

For more details see below for the complete job description.

Please contact the school at 836-7000 or [nser@nbed.nb.ca](mailto:nser@nbed.nb.ca)

## **Homestay Coordinator - Job Description**

The Homestay Coordinator will be responsible for the recruitment and monitoring of homestays, as well as acting as a school liaison for international students.

The Homestay Coordinator will:

- Prepare and lead the publicity campaign to recruit homestay families.
- Interview prospective families and make recommendation as to suitability for hosting students.
- Contact homestay families while hosting:
  - Month One – Weekly
  - Month Two – Bi-Weekly
  - Month Three and Beyond – Monthly
- Administer and collect RCMP Police Record Checks if not mailed directly to AEI office.
- Provide copies of host family profiles to Fredericton office.
- Assist with the orientation session for new students and host families.
- Plan for and lead activities for students at least once per month
- Collect and send to District Administrators, student's course selections, report cards and transcripts.
- Visit participating schools and communicate with schools on student progress and program events.
- Assist in the discipline process for students who act outside their behavior standards outlined in their contract.
- Assist in the updating of Homestay and Student Guides.
- Assist with and ensure 3 copies of university applications are completed for the Chinese students in Grade 12.
- Assist in IELTS preparation.

Collect and send bi-weekly reports and/or Evaluation Forms to AEI office