



**School District No. 35 (Langley)**

**HOMESTAY COORDINATOR  
INTERNATIONAL STUDENT PROGRAM**

Reporting to the Vice-Principal of Homestay, the Homestay Coordinator will be responsible for managing and coordinating short term, summer and long term Homestay placements for international students in the Langley School District. This excluded management position will recruit, visit, interview, select and monitor families to ensure an ideal homestay match for international students.

The successful candidate will be responsible for providing training, orientation and on-going support for homestay families and Secondary International Student Coordinators. This position will be on call outside of normal work hours to assist with support and homestay problems and ensure that emergency situations follow the appropriate District protocol. In addition, the successful candidate will accompany International Students on a variety of excursions/trips planned throughout the school year. They will be responsible for creating program publications and assisting with the development of program policies and procedures. Also, this individual will supervise a program assistant to ensure program information, airport pickup, and other clerical functions are carried out.

A minimum of two years of post secondary education/training plus experience working in homestay services and/or equivalent combination of training and experience is required. An understanding of other cultures, sensitivity to and experience working with international students, strong interpersonal skills, an ability to work independently with a high level of initiative, organizational ability and an ability to work under pressure are also required.

Please note we only accept electronic applications. Interested individuals must send a completed [application form](#) and resume via email. Applications will be accepted until 4:00pm on **February 19, 2016** to:

Sherry Squires  
Senior Manager, Human Resources  
4875 222<sup>nd</sup> Street, Langley, BC V3A 3Z7

Email: [recruitment@sd35.bc.ca](mailto:recruitment@sd35.bc.ca)  
*In the Email Subject Line please quote: Homestay Coordinator*

The District appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

*Successful applicants will be subject to a criminal record check.*