



EXEMPT STAFF VACANCY
HOMESTAY MANAGER
Competition No. 18-700C

Victoria International Student Programs (VISP) is a division of the Greater Victoria School District and has its own registered Homestay Program, designed to promote friendship and language acquisition and to provide an opportunity for cultural exchanges between families and international students.

Reporting to the Director of the VISP, the Homestay Manager is responsible for managing and overseeing the efficient operation of the Homestay Program. As a key member of the Homestay Program, the Homestay Manager will act as a liaison between international students, schools, study-abroad agents, parents, and homestay parents. The Homestay Manager is responsible for ensuring suitability and appropriateness of homestay placements. The Homestay Manager has the ability to build and maintain positive working relationships with international students, school-based staff, study-abroad agents, parents, homestay parents, and other community agencies.

The successful candidate will have a Bachelor's Degree (Master's preferred) in a relevant area of study and a minimum of three years of experience working full time in a cross-cultural environment with community agencies or in an educational setting. The candidate will have strong interpersonal, organizational, supervisory and management skills and the ability to resolve conflict. It is expected that the candidate will have experience living in a cultural context outside of Canada.

Please submit a letter of introduction, resumé, proof of qualifications and references to:

Human Resource Services, Greater Victoria School District #61
556 Boleskine Road, Victoria, B.C. V8Z 1E8
Or 250-475-4113 (fax) or hrs@sd61.bc.ca

Deadline for submission: 4:00 PM, Friday, December 14, 2018

Please note: The District thanks all applicants, but only those selected for an interview will be contacted.