



School District No. 6 (Rocky Mountain)

Contract Staff - Cranbrook, BC

Rocky Mountain International Student Program (RMISP)

Homestay Coordinator for Cranbrook, BC

Friday, March 14, 2025

Classification

Contract (ongoing position with contract renewed annually)

Overview

RMISP is seeking applications for an International Student Homestay Coordinator in Cranbrook. This contract role is effective as of April 28, 2025. Compensation is based on the rate per homestay student(s) enrolled in the International Student Program. The successful candidate should expect compensation of 63K+ per year.

The Homestay Coordinator works closely with the Director, RMISP staff, host parents, students, school district staff, and overseas agents. This role takes place in a variety of settings including home, schools, host family homes, and community locations. To perform this role, flexible working hours are required including weekdays, some weeknights and weekends. Responsibilities are varied, often administrative, of a confidential nature, and require the ability to work independently as well as with a broad range of individuals. Excellent interpersonal skills and the ability to exercise sound judgement and tact are essential.

Key Responsibilities

- advertise for, recruit and onboard new homestay families;
- support, build relationships and communicate regularly with international students;
- establish and maintain relationships through regular/ongoing communication with host families, RMISP staff, educational agents, natural parents and school personnel;
- host weekly international student lunch meetings and activities at participating schools;
- help coordinate and attend a variety of extra-curricular program activities and trips;
- maintain student and host family information/documentation in online database and other systems;
- be on-call to respond to crisis situations with students/families in a prompt and caring manner;
- work with the Director and RMISP staff in solving homestay and student problems and/or cultural differences;
- use email, Microsoft 365, Adobe, virtual meetings, online forms;
- hold a valid BC Driver's license (Class 5);
- own a vehicle suitable for transporting students if/when needed;
- have or be willing to obtain Occupational First Aid (Level 1); and
- perform other related duties as needed and assigned.

The ideal candidate will be comfortable working in a fast-paced and flexible environment, and possess strong administrative, organizational and relationship-building skills. Experience as a host parent, working with high school-aged students and/or organizing/supervising activities and events are definite assets. Enthusiasm, creativity, conflict management, a calm demeanor and previous cultural experiences are also desired. Applications from persons who have lived abroad or who have experience in conflict resolution and intercultural competence are encouraged.

Electronic applications are required from all applicants. If you feel qualified and interested in the above competition, please submit your electronic application by **Friday, April 11, 2025 at 4:00 p.m. via Make a Future** <http://sd6-makeafuture.simplification.com> (Make a Future # 3926962).

Questions regarding this position should be addressed to Danielle Warren, Director of International Education, at danielle.warren@sd6.bc.ca. Inquiries are highly encouraged!

The successful candidate will be subject to a criminal record search, must hold Canadian citizenship or Permanent Residency and be residing in the Cranbrook area.