

TEMPORARY POSITION AVAILABLE

## HOST FAMILY COORDINATOR PART-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university IB World School for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. ([pearsoncollege.ca](http://pearsoncollege.ca)).

### **Pearson College UWC is recruiting for an outstanding Host Family Coordinator**

**Reporting to:** Operations Manager

#### **Position Summary:**

The Host Family Coordinator (Coordinator) oversees all aspects of the Host Family Program which is a volunteer-based program to place students off-campus in safe and secure locations during College-sanctioned breaks or activities. Along with working with the Operations team, the Coordinator will work closely with the College's health and wellness team, to support the needs of students, the College, and volunteers.

#### **Major Responsibilities:**

- Recruits appropriate host families who can provide comfortable and welcoming environments for students. This will include home visits when required.
- Works with colleagues (community engagement, advancement, and communications) to promote the program.
- Processes host family applications including criminal record checks, volunteer agreements and references.
- Maintains accurate records and inputs into the College's database.
- Establishes and maintains regular and ongoing communications with host families.
- Monitors homestay placements with both the host family and student(s).

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: [info@pearsoncollege.ca](mailto:info@pearsoncollege.ca) [www.pearsoncollege.ca](http://www.pearsoncollege.ca)

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

- Responds to emergent issues and concerns by assessing the situation, identifying the most appropriate response, and recommending resources and assistance where appropriate.
- Coordinates transportation for the student(s) to the host family.
- Organizes College events for host families and other volunteers.

**Educations, Skills & Experience:**

- A minimum of a bachelor's degree, preferably in education, child and youth care, or international relations, however, years of experience and other education may be considered.
- A minimum of 2-3 years working with diverse youth and volunteers.
- Experience working in the field of education, preferably at the secondary or university level, ideally, with a diverse student body.
- Excellent interpersonal and organizational skills.
- Effective communications skills, orally and in writing, with experience giving presentations.
- High level of competency working with Microsoft Office Suite and various database software.
- A self-starter with personal initiative, high energy, and the ability to work both collaboratively and independently.
- Good knowledge of local and surrounding areas to the College.
- Demonstrated expertise in working in challenging situations with the ability to exercise a high level of tact and diplomacy.
- Excellent organizational skills with the ability to plan, prepare and implement program elements to completion.
- Demonstrated problem-solving skills, flexibility, and adaptability.
- Ability to recruit and assess skills of program participants.
- Experience working with and coordinating volunteers, including understanding of confidentiality requirements.

**Compensation & Organization**

This is a temporary, part-time position covering a leave until May 31<sup>st</sup>, 2024, and starting as soon as possible. Located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. Average of 25 hours per week and wage range is between \$29.00-\$35.00 per hour plus a benefit package to an outstanding and qualified applicant. Applications will be accepted until the position is filled. Only candidates selected for an



interview will be contacted. Résumés and a cover letter can be emailed to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca).

*Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.*

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