

## Position Description

### International Housing Coordinator

#### Position Description:

The International Housing Coordinator will actively recruit housing for international students with an emphasis on establishing, meeting and confirming next year's housing goals ideally by the end of Q1 (March 31st) for the next school year, meeting the housing goals of the program. While interacting with current housing parents, providing support and guidance during the school year to ensure current housing needs are met, including at least one housing visit during the first quarter of the school year.

The position includes the planning and coordination of activities outside of school (one activity per month, Holidays permitting). Responsible for scheduling, facilitating and coordinating with housing parents.

The position will be annual in nature and will end on June 30th each year with renewal on July 15th. The position is to be renewed yearly and does not automatically renew. The position may be discontinued or modified based on current needs of the program and the school.

This position reports to the High School Principal and requires a high level of communication skills, both written and verbal.

#### Duties and Responsibilities:

1. Communication with students, parents, congregations, newsletter updates, etc.
2. Education of housing requirements
3. Validation of qualification
4. Housing visits
5. Payment support
6. Activity planning and support
7. Housing parent and student housing support
  - a. Work with parents to schedule regular activities and events for outside of school
  - b. Develop a schedule and regular events for the upcoming school year
  - c. Incorporate existing students and existing activities with international activities