

School District 8 - Job Posting - Service Contract for Homestay Contractor

Job Category

Check One: Teacher/Principal <input type="checkbox"/> CUPE <input type="checkbox"/> Management/Professional <input type="checkbox"/> Independent Service Contractor <input checked="" type="checkbox"/>	
Location: Nelson and area	Date Submitted to HR:
Approved By:	GL Code:

Reason for Posting

Position Title/Subject: Homestay Contractor - Nelson and Area
Date of Posting:
Date(s) of Appointment: immediate

Temporary - Dates:	Regular - Start Date: Immediately
Hours of Work:	Approx/Days: As required
Hours per week:	Months per year basis : 10 <input type="checkbox"/> 12 <input checked="" type="checkbox"/>

Job Summary

- SD8 Kootenay Lake International Program is looking for a Homestay Contractor for the Nelson/Kaslo/Slocan areas. This position would fall under an independent service contract. The successful applicant would require skills in communication (written and spoken), interpersonal relations, organization, online and computer technology (ie. email, social media, Google drive) to support international students and homestay families. The successful candidate must have their own vehicle and submit to reference and criminal record checks. Appropriate liability insurance for an independent contractor

A second language, international travel and homestay experience would be an asset. This is a dynamic job with flexible work hours. **For more information / to apply, email paul.luck@sd8.bc.ca, District Principal for International Education.**

Job Requirements

- Class 5 Driver's License and own insured vehicle
- Appropriate liability insurance for an independent contractor
- Self-motivated, independent worker
- commitment to a team approach
- interpersonal communication skills with adults and students
- organizational skills - procedural documentation and record keeping
- excellent written communication skills
- Competent with digital technologies and tools that support communication and documentation
- familiarity with G-Suite including Google Drive, Gmail, Docs, Meet and more
- ongoing recruitment of homestay families

- placement and monitoring of international students with compatible homestay families
- plan, coordinate and supervise monthly student activities
- attend to student health and safety needs
- support students and families in resolving interpersonal conflicts
- conduct annual home inspections
- conduct homestay and student orientations and monthly student meetings
- coordinate airport arrivals and departures
- maintain information in True North, our international data base
- provide monthly updates to agents
- assist with social media marketing
- valid passport