



# Become a High School Homestay Program Local Coordinator

## Local coordinators wanted for Sister Cities International's J-1 visa program!

### What is a local coordinator?

An individual located in the U.S. community where the student(s) will live/attend school. This person should be affiliated with and involved in the local sister city organization's activities. The local coordinator (LC) is responsible for finding a host family and school placement for each student and maintaining monthly communication with both the host family and student during the exchange experience.

### Responsibilities

- Help with recruitment and selection in coordination with international coordinator overseas.
- Recruit and select host family, conduct interview and reference checks.
- Enroll student in local high school.
- Conduct host family orientation.
- Conduct student arrival orientation.
- Meet student at airport upon arrival.
- Supervise student throughout the program.
- Complete monthly check-ins with both the student and host family and submit reports to SCI.
- Communicate regularly with school to monitor academic progress.
- Inform SCI staff of any emergency situations, problems, changes to host family etc. to work jointly to resolve any issues.

### Benefits

- Help bring an international perspective to your community.
- Learn about another culture.
- Share your culture with someone else and build connections.
- Small stipend per student placed.

### Who can be a local coordinator?

- Anyone interested in international exchange, international affairs, citizen diplomacy, and more!
- Individuals who are at least 25 years old.
- Individuals who possess basic technical knowledge and regular access to a computer.
- Individuals with some prior involvement with their local sister city program.
- Individuals with an ability to relate to youth and provide guidance and support.

## Interested?

Visit <http://sistercities.org/hshs> or contact Alyssa Fox, membership manager for youth programs at [afox@sistercities.org](mailto:afox@sistercities.org)



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