



Life Well Learned.

MENNONITE BROTHERS COLLEGIATE INSTITUTE

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MBCI Home Stay Facilitator

Independent Contractor

Job Summary:

Under the direction of MBCI's Director of International Student Program (ISP), the Homestay Facilitator provides support to the Homestay Program, including assisting with recruiting and maintaining a network of host families, assigning homestay placements, and acting as a liaison between homestay families, international students & MBCI.

Duties and Responsibilities:

- Recruit, inspect and select prospective homestay residences and assign placements
- Provide orientation for host families and international students
- Maintain required documentation, and an evaluation and feedback system for host families
- Communicate every two months and as needed with host families, international students and MBCI
- Manage and resolve homestay and international student issues in a prompt and amicable manner
- Update MBCI Homestay Guidelines as needed, maintain homestay database, respond to general inquiries
- Assist with the promotion of the Homestay Program
- Attend monthly international club social events
- Requisition monthly payments for host families and facilitator fees
- Work collaboratively with International Student Program Team to provide support in the following areas:
 - o Greet international students at the airport and communicate travel arrangements with host family
 - o Conflict mediation between international students and homestay families
 - o Responding to crisis and/or emergency situations outside of regular work hours, including being on-call for emergency situations evenings and weekends

Qualifications:

- Excellent interpersonal, communication, organizational, and problem-solving skills
- Demonstrated ability to take initiative, work independently, and work effectively in a collaborative team
- Knowledge and understanding of cultural diversity
- Knowledgeable about MBCI and MB church communities
- Ability to work flexible hours
- Demonstrated ability to handle difficult and/or sensitive situations with tact and diplomacy
- Ability to show discretion regarding sensitive and confidential information
- Possesses a valid Manitoba driver's license and access to a vehicle for travel within the city as required
- Applicants must supply a clear Criminal Record Search and Child Abuse Registry Record upon hire

Interested applicants should submit a resume and statement of faith by October 16 to:

Sherry Sukkau,
Director of Advancement and International Student Program
P: 204.667.8210 E: ssukkau@mbci.mb.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.