



HOMESTAY PLACEMENT COORDINATOR

The Greater Victoria School District provides public educational services to over 20,000 students in the Greater Victoria Area, encompassing six municipalities. To provide this service, the District has a current operating budget of \$184 million and employs approximately 3,000 staff; which includes, teachers, principals and vice-principals, support staff, psychologists, speech and language pathologists and exempt managerial staff.

Victoria International High School Program (VIHSP) is a division of the Greater Victoria School District and has its own registered Homestay Program, designed to promote friendship and language acquisition and to provide an opportunity for cultural exchanges between families and foreign students.

Reporting to the Homestay Manager, the Homestay Placement Coordinator is responsible for completing student placements and supporting the operation of the Homestay program at VIHSP.

Duties and responsibilities for this position may require the Homestay Placement Coordinator to work outside regular office hours, possibly including some evenings and occasional weekends.

The successful candidate will have a minimum of a 2-year Associate of Arts degree in pre-social work or a 2-year diploma in Community, Family and Child Studies or comparable education in Human Services; plus course work in conflict resolution and administration.

The candidate will have strong interpersonal, organizational and communication skills. The candidate must have cultural awareness and experience living overseas is an asset.

This position falls under the CUPE Collective Agreement at a pay rate of \$26.71 per hour. The incumbent must be available to work Saturday and Sunday.

For a full job description please [click here](#).

Please submit a letter of introduction, resumé, proof of qualifications and references to:

Human Resource Services, Greater Victoria School District #61
556 Boleskine Road, Victoria, B.C. V8Z 1E8
Or 250-475-4113 (fax) or hrs@sd61.bc.ca

Deadline for submission is: **4:00 PM, Wednesday, May 24, 2017.**

School District 61 thanks all applicants for their interest, however, only those selected for interviews will be contacted.