



## **F-1 Local Coordinator Position**

Local Coordinators are responsible for the placement and supervision of a set number of international students each school year, and must be able to pass a criminal background check. They work closely with Regional Development Directors to implement methods that are successful in finding qualified host families and to determine their placement goals. Local Coordinators are responsible for providing an in-home interview and orientation for all qualified host families. Student Orientation is required upon arrival, providing a chance to bond with students. During the school year, Local Coordinators are responsible for the direct supervision of all students they have placed in their local area, which must be within an hour from the coordinator's home. Supervision of students requires monthly check-ins with all host families, students, and the school where the students are placed.

This is a flexible, remote position that provides supplemental income and can be held in addition to a full-time job. Many candidates are those who are retired, school teachers or school employees, stay at home parents, or anyone who loves talking to people and being challenged. Local Coordinators are Independent Contractors. The ideal Local Coordinator is one who is self-motivated, has a heart for teens and is eager to make a difference in a teenager's life. ICES is looking for individuals with the skills and mindset to help promote our mission and help accomplish the organization's goals. Each student placement and supervision, earns monetary compensation and great travel incentives. ICES appreciates the time and dedication that Local Coordinators bring to cultural exchange, and that is why we want Local Coordinators to grow and discover new cultures as well.

ICES provides both online and individual/small group training that provides an opportunity to learn a variety of skills, including networking, recruiting, and relationship building. We also train on how to handle counseling and mediation with students and host families. The trainings at ICES help Local Coordinators to grow personally and gain valuable professional skills. They will work together with the support of a team and have access to an online database of valuable resources. Local Coordinators have a 24/7 support network, as necessary.

Successful Local Coordinators will have the maturity to work with parents and teenagers, a passion for making a difference in people's lives and a strong belief in cultural exchange. Strong problem solving and mediation skills are a plus. It is imperative that they have access to transportation for interviews, visits and events and that they enjoy building new relationships. Good time management skills and the ability to work independently in your home office setting, along with proficiency using computers, printers/scanners and databases are imperative.

International Cultural Exchange Services is a leading non-profit organization that works with international students coming to study in the United States for a semester or school year, while living with a volunteer host family. They attend local high schools, are involved in clubs, sports and other community activities. The students participate and learn about our American culture, while sharing and enriching the communities in which they live.