



Job Description: Homestay Coordinator

Accountability: The individual in this position reports to the Director of Residential Life.

Job Requirements

This position requires an individual with:

- Relevant professional experience and strong familiarity with best practices in the area of residential life and cultural immersion
- Good judgment in difficult situations and exceptional organizational skills
- Excellent interpersonal and communication skills
- The ability to work productively within a team environment
- A positive personality and the ability to foster and maintain relationships with all constituents, both internal and external to Thornton Academy
- Complete understanding and respect for the extremely confidential nature of residential life information

Performance responsibilities

Tasks for this position include but may not be limited to:

- Oversee and continue to develop Thornton Academy's Homestay Program
 - Recruit, inform, evaluate and provide continuing support to Homestay Parents and Students
 - Communicate and collaborate with the Director of Residential Life, Director of Admissions and other members of the Administrative Team
 - Plan and conduct all Homestay events and meetings
 - Maintain all appropriate contracts and records
 - See Addendum for additional details
- Facilitate and place students with Vacation Stay families during school vacations
- Complete other tasks and responsibilities as assigned

Qualifications:

- Experience working with international students and academic boarding programs strongly preferred
- Experience with word processing and spreadsheet software required
- Associate's or Bachelor's degree, or comparable work experience

Compensation

- Year round part-time position averaging 20 hours per week
- Salary commensurate with education and experience
- Generous benefits package including health, dental, vision, and life insurances, paid vacation and sick leave, 403(b) plan

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed “Non-instructional Staff” application form (available for download [online here](#))
- College transcript (an unofficial/student-issued copy is sufficient, though an official copy may later be requested)
- Contact information for three work-related references
- Evidence of current/active CHRC certificate (required by Maine law)
 - This certification may be pursued later in the hiring process but the candidate must be willing to undergo a background check and fingerprinting by the State of Maine; more information may be found at the Dept of Education website [here](#))

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org. Please note “Applicant: Homestay Coordinator” in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed or delivered to:

Lisa Estabrook Thornton Academy 438 Main Street Saco, ME 04072

*The Thornton Academy Board of Trustees has adopted a **non-discrimination policy**. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.*

Homestay Coordinator Addendum: Detailed Description of Responsibilities

- Recruit Homestay Parents through the use of print materials, informational meetings, referrals from Thornton Academy staff, community outreach programs and other appropriate measures
- Provide prospective Homestay Parents with information about the Homestay Program and assist candidates with the application process, including the Criminal History Record Check application
- Conduct home visits and interviews with potential Homestay Parent candidates, and on-going periodic home visits throughout the year
- Provide ongoing support to Homestay Parents via phone conversations, meetings at Thornton Academy and home visits
- Conduct midyear and year end evaluations with Homestay Parents and Homestay Students
- Provide the Director of Admissions with Homestay application materials to forward to newly enrolled students
- Meet with the Directors of Residential Life and Admissions to identify strong candidates for Homestay among the current and new residential student population
- Collaborate with the Directors of Residential Life and Admissions to select the best home for each student and the best match for each family
- Provide current students with information about the Homestay Program and assist them with the Homestay application process, as appropriate
- Interview current residential students during Homestay application process
- Plan and facilitate the annual Homestay orientation mid-August and Homestay meetings and events, as appropriate, September through June
- Meet regularly with the Directors of Residential Life and Admissions to discuss development of the Homestay Family relationships
- Mediate minor issues between Homestay Parents and Homestay Students. If a serious conflict arises, communicate immediately with the Director of Residential Life. Schedule and attend all meeting that involve Homestay Family issues and provide all parties with follow up communication
- Meet with Homestay Students if campus life rules are ignored and inform Homestay Parents about such meetings. Refer all violations to the Dean of Residential Students, who will then determine what, if any, disciplinary actions are appropriate. The Dean of Residential Students will communicate with Homestay Parents about any subsequent meetings or disciplinary actions taken.
- Maintain Homestay Parent and Student applicant records and contracts
- Other tasks and responsibilities as may be assigned