

Thank you for your interest in the Local Coordinator position.

I would like to give you some information about this part-time position which provides a supplemental income and the opportunity to qualify for national and international travel incentives. I invite you to visit our website for a more detailed overview of CIEE, our programs, and mission at www.ciee.org and www.ciee.org/highschool

If you wish to proceed with applying, the Local Coordinator application can be accessed through this LOCAL COORDINATOR OPPORTUNITY website.

I have been involved with foreign exchange students for over five years, and I've learned that the world can be made better through this opportunity. Until a family has had the experience, they cannot imagine how rewarding it is to bring the world into their own home and to see the bond being created between a host family and a teenager from another part of the world. I am passionate about this work we do and wish to pass this on. Local Coordinators play an important role in this experience and are vital to the success of the program

Our high school students come for a semester (arriving in Jan. or Aug.) or 10 months for the school year. The majority of our students arrive in August for the full school year and we need as much help as possible to get these kids secured into loving and caring homes. The role of the Local Coordinator is vital to the support of the student, family and school.

This opportunity gives you flexibility, as you decide the level of commitment by the number of students you choose to mentor and which hours/days to devote. Many of our local coordinators (LC's) have full time jobs, are stay at home moms and dads, or are retired. All coordinators must live within 100 miles of the students they place, and be eligible for work in the United States. This is a contract position. LC's take this job because they are committed to cross-cultural awareness, education, and a love for the students. The qualities necessary to make a good LC include creativity, patience, persistence, understanding of people, and the ability to be objective. An understanding of cultural differences is helpful.

As a Local Coordinator, you:

- Recruit and select suitable host families in your area
- Screen, interview and check references of host families
- Match students with host families
- Build and maintain relationships with local schools
- Provide host family orientations to prepare families for the best experience
- Provide guidance to students and host families throughout the experience
- Recruit and select suitable host families in your area
- Screen, interview and check references of host families
- Match students with host families
- Build and maintain relationships with local schools
- Provide host family orientations to prepare families for the best experience
- Provide guidance to students and host families throughout the experience
- Must be at least 25 years of age
- Must have a laptop and internet access
- Must have a phone and reliable transportation
- Must be available to travel locally

Our Local Coordinators receive a vetting fee of \$100 for each family they get to approved status. Once the family chooses a student LCs receive placement payment of \$500.00. Once the students arrive LCs receive \$200 per semester for each student they supervise for a minimum of \$1,000 for a 10 month student. I can explain the payments, bonuses and many incentives that are offered throughout the year with you in more detail.

We also invite the local coordinators who do place 2 students to our National meeting and those who place 5 students to the International meetings each year, with flights, lodging and most meals covered by CIEE. This is an opportunity to meet and develop relationships with over 400 Local Coordinators across the USA. Next year our national meeting will be in New Orleans in February 2017 and Yucatan Mexico in November 2016. Additionally, if an LC hosts a student, they retain the travel credit and will only need to place one more student in order to qualify for the national trip.

Training will consists of 5 online modules lasting 30 minutes each, and a Department of State compliance test to receive certification, and ongoing optional sessions on outreach, marketing and support students with CIEE Staff.

Please feel free to contact me with any questions at 844-491-9682 or 913-244-9992.

I look forward to speaking with you and possibly joining our CIEE team.

Best Regards,

KATHY PETERMANN // CIEE
Regional Director- Kansas

6340 W. 184th Lane
Stilwell, Kansas 66085
[email](mailto:KPetermann@ciee.org) KPetermann@ciee.org
[tel](tel:+1.207.274.5707) +1.207.274.5707
[mobile](tel:+1.913.244.9992) +1.913.244.9992
[office](tel:+1.844.491.9682) + 1.844.491.9682
[web](http://ciee.org/host/) ciee.org/host/
[fax](tel:+1.913.273.7880) 913.273.7880