Local coordinators wanted for Sister Cities International’s J-1 visa program!

What is a local coordinator?

An individual located in the U.S. community where the student(s) will live/attend school. This person should be affiliated with and involved in the local sister city organization’s activities. The local coordinator (LC) is responsible for finding a host family and school placement for each student and maintaining monthly communication with both the host family and student during the exchange experience.

Responsibilities

• Help with recruitment and selection in coordination with international coordinator overseas.
• Recruit and select host family, conduct interview and reference checks.
• Enroll student in local high school.
• Conduct host family orientation.
• Conduct student arrival orientation.
• Meet student at airport upon arrival.
• Supervise student throughout the program.
• Complete monthly check-ins with both the student and host family and submit reports to SCI.
• Communicate regularly with school to monitor academic progress.
• Inform SCI staff of any emergency situations, problems, changes to host family etc. to work jointly to resolve any issues.

Benefits

• Help bring an international perspective to your community.
• Learn about another culture.
• Share your culture with someone else and build connections.
• Small stipend per student placed.

Who can be a local coordinator?

• Anyone interested in international exchange, international affairs, citizen diplomacy, and more!
• Individuals who are at least 25 years old.
• Individuals who possess basic technical knowledge and regular access to a computer.
• Individuals with some prior involvement with their local sister city program.
• Individuals with an ability to relate to youth and provide guidance and support.

Interested?
Visit [http://sistercities.org/hshs](http://sistercities.org/hshs) or contact Alyssa Fox, membership manager for youth programs at afox@sistercities.org