



## **Pre-Service Training (PST) Homestay Coordinator (HC)**

### *Scope of Work*

#### **POSITION SUMMARY**

The Homestay Coordinator (HC) is responsible for the design, promotion, and implementation of the homestay program that is an integral component of Pre-Service Training (PST). S/he will plan the program, direct the search and selection of host families, and offer ongoing support and guidance to families, trainees, and Language/Integration Facilitators (LIFs) throughout PST. In collaboration with the Language & Cross-Cultural Coordinator (LCC) and Cross-Cultural Coordinator (CCC). S/he will draw on local people and resources to direct the trainees' cultural adaptation during PST through formal sessions, assignments in the training village, and special events.

This is a contracted position and requires living and working fulltime at the central PST training site, with frequent travel to training village and/or Bangkok. The HC will be required to follow a six-day work week, with additional preparation time and activities in the evening, and on weekends and holidays.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **Before Pre-Service Training (PST)**

- Learns and understands Peace Corps' goals, policies, training philosophy and design, performance objectives and evaluation methods.
- Reads all relevant program documentation, prior PST reports, training design guidance, Trainee assessment guidance, and Peace Corps policies and procedures regarding Volunteer/Trainee grounds for termination, standards of conduct/behavior, and selection criteria for becoming a Volunteer.
- Attends Staff preparation meetings in Bangkok with the TM, TA, LCC, CCC, PMs, and other PST staff prior to the start of the Training of Trainers (TOT) Workshop. Participates in all pre-PST planning meetings and activities including full and active involvement in the TOT.
- Plans and develops, in collaboration with the LCC, a homestay program modeled on past successes and best practices. Works with TM, TA, LCC, CCC and DMO to compile all budget requirements for the Homestay program and Cultural activities and monitor expenditures for all materials and activities.
- Collaborates with the LCC and TM, CCC in the final preparation of the training design and Calendar of Training Events (COTE). Schedule and plan both formal classroom sessions on homestay topics, as well as activities to be conducted in training villages and on excursions.

- Conducts interviews/ visits to all potential host families. Selects final host families (with several alternates). Composes and prepares host family agreements/contracts and other necessary documents.
- Provides local community leaders and potential host families with information on the Peace Corps program in Thailand, CBT training design, the selection process for homestay families, and their specific roles and responsibilities. Develops brief homestay booklets for host families and trainees.
- Works with PC staff to design and implement homestay orientation programs for host families and trainees.
- Works with TA to arrange and provide rental houses/accommodation for PST staff.

**During Pre-Service Training (PST)**

- Serves as core member of the PST team and is willing to work long hours while maintaining a positive and constructive attitude and by maintaining a high level of motivation, seriousness, and preparedness in training.
- Fosters and maintains positive relationships, a spirit of cooperation, and teamwork with all PST staff and trainees.
- Effectively utilizes the CBT model to select appropriate homestay families and work together with the LCC and CCC to design a Cross-Cultural training component that promotes self-directed, experiential learning activities in the training community. Makes full use of community resources and ensures that training activities are relevant and practical.
- Ensures that safety and security competencies are incorporated and actively integrated in PST components and effectively delivered to trainees so that their acquisition is properly evaluated and documented. Supports the safety and security systems that are in-place for PST, including reinforcing to trainees their roles and responsibilities related to their personal safety and security.
- Plans and organizes activities for host families and trainees (excursion, gatherings, farewell party dinner, and so on).
- Maintains open lines of communication with trainees and host families throughout the homestay program. Makes regular visits to training villages, providing support and assistance.
- Writes and distributes all correspondence (invitation/official letters) to local community leaders, government representatives, and homestay families regarding homestay matters.
- Maintains accurate and complete homestay program files. Designs and implements various homestay surveys and evaluations for host families and trainees at different points

throughout PST.

- Develops and implements Cross-Cultural component under the supervision of the LCC and CCC including the training calendar and curriculum, all session designs, activities, and assignments. Addresses the practical and needs of the trainees as they strive to adapt to the Thai culture, practices, and lifestyle.
- Facilitates or co-facilitates the sessions that related to Homestay Program.
- Organizes field trips, excursions, and other cultural activities that expose trainees to various aspects of Thai society.
- Maintains professional behavior and be a role model and cultural representative and counselor for trainees. **Coaches trainees in appropriate behavior and provide direct and open feedback if they make cultural faux pas and mistakes.** Pay a regular visit to homestay families and keeping track on PCTs cultural adjustment progress and behavior record which could be used as a reference during the mid-term/final progress interview or any disciplinary issues through out the whole PST.
- Participates in regular PST staff meetings to evaluate progress of the training program and discuss trainees' morale and progress within the homestay component.
- Follows all reporting procedures and submits weekly and other regular reports to the TM, adhering to deadlines and due dates.
- Submits complete report on Homestay component with all host family files, making recommendations for improvements and suggestions for future PST events.
- Prepares and submits a final PST Homestay report following an established format (in both soft copy (diskette) and hard copy) to the TM.
- Assists TA to produce the Bio-books and the wrap up Video of PST.

## QUALIFICATIONS

- Bachelor's degree in communication, education, or other relevant field;
- Prior cross-cultural training experience with an international organization; strong facilitation skills; able to design and conduct dynamic cross-cultural sessions;
- Knowledge of diverse customs and practices in various regions of Thailand and the ability to communicate these to Americans;
- Prior experience designing and implementing homestay programs a plus;
- Ability to work within a cross-cultural team which includes American and Thai staff;

- Prior experience working with Americans and/or experience living abroad preferred;
- Fluency in English and Thai; strong written English skills;
- Strong communication, and organizational skills;
- Design and create multimedia graphic, and video presentation;
- Competency in Microsoft applications including Word, Excel, Outlook and experience using computers for a variety of tasks;
- Excellent facilitation and presentation skills; comfortable leading sessions for big groups;
- Personal skills: flexible, adaptable, reliable, sense of humor, sensitivity to gender and diversity issues;
- Ability to ride a bicycle.