

Up with People

Staging Staff Position Description

Title: Host Family Coordinator
Reports to: Director of Cast Programs
Department: Staging
Starting Date: May or November



Core Responsibilities:

The Host Family Coordinator is responsible for overseeing host family recruitment and communication, as well as supporting operations during the twice-yearly Staging and Orientation period in Denver, Colorado, including Staff & Student arrival days, Host Families, facilities and transportation.

Responsibilities:

Host Families

- Manage the recruitment of all necessary host families.
- Organize and implement Host Family Meetings in various regions of the metro area.
- Create Host Family Schedule and regularly communicate schedule updates and reminders of UWP activities.
- Work with the admissions department on allocating students and staff.
- Coordinate allocations and packet preparation.
- Be on-site for student arrival to oversee necessary host family issues.
- Assist the Cast Manager with Host Family needs, questions and concerns during the Staging & Orientation period.
- Oversee the preparation and delivery of thank you letters, gifts and evaluations to all host families after Orientation & Staging.

Transportation

- Assist with the creation of the daily shuttle and vehicle schedule.
- Enforce operations within UWP's transportation policies and procedures.

Facilities

- Ensure that all facilities are kept clean and organized on a daily basis.

General

- Assist with ticket distribution for public performance(s) when scheduled.
- Provide weekly progress updates
- If necessary, perform in any private shows and special events scheduled during the staging and orientation period.
- Other duties as assigned.

Qualifications:

- Familiar with Up with People, its mission and vision.
- Strong organizational skills with the ability to manage many complex tasks at once.
- Excellent oral and written communication skills.
- Proven ability to meet deadlines and deliver on business agreements.
- Ability to enlist, motivate and train volunteers.
- Positive attitude with a willingness to take on projects and tasks at multiple levels.
- Valid driver's license & ability and willingness to travel locally, including meeting Up with People's driving requirements (minimum age: 21, good driving record)
- Ability to adapt quickly to change.
- Proficient computer skills including knowledge of Microsoft Excel, Word, and PowerPoint.
- Ability to work successfully with people in diverse and international team environments.

Notes:

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.
- Round trip transportation (up to a specified limit) from your home airport to Denver and work-day meals and local transportation for the dates of the position will be covered by Up with People.

Application Procedure:

To apply for this position, please send a resume or CV along with a cover letter to Employment@upwithpeople.org. In the "Subject" line put your name and the position for which you're applying along with the program start date, (January or July and Year)