

Up with People

Staging Staff Position Description

Title: Host Family Coordinator
Reports to: Vice President for 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 Summer or Winter 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)