



Family Stay Coordinator in San Juan, Puerto Rico

Position Summary:

The Family Stay Coordinator is Xperitas' direct point of contact in a host community near San Juan, Puerto Rico. They are responsible for finding short-term host families for Xperitas students, facilitating the placement process, coordinating and being present at meeting locations, and being the on-call contact person while the Xperitas students and leaders are in the host community.

About Xperitas:

Xperitas is a nonprofit organization dedicated to creating intercultural experiences for world language students in the U.S. Xperitas was founded in 1972 and our mission is to inspire and educate students of the world through experiential learning across cultures.

Students of Spanish – accompanied by their teachers – travel to Puerto Rico in order to get to know the people and culture on a personal level. In addition, students are committed to speaking the target language during their visit. In this way, students actually “live” the language and culture beyond their textbooks and the classroom setting. Typically, students are between 14-18 years old, and on rare occasions, placements are needed for the adult group leaders or younger students between the ages of 10-13 years old.

Responsibilities:

- Find interested host families in the local area
- Vet families through in-person meetings, phone conversations, and/or home visits
- Distribute Xperitas Family Stay applications to host families (electronically or via paper)
- Educate families about Xperitas and the host families' hosting responsibilities
- Serve as the on-call contact while students are in the host community
- Communicate the completed placement list with the Xperitas Program Manager
- Problem-solve emergencies that arise during the family stay

Dates and Scheduling:

Xperitas sends students to Puerto Rico in the spring (March/April) and summer (May/June/July/August) months. The students stay in the host community for 5-7 nights, occasionally longer if requested. During this time:

- Host families will connect with students in the mornings and evenings.
- Students will have private Spanish classes in San Juan. The host family should make sure they get to school safely and on time.
- In the afternoon, students will participate in group activities with their teacher and classmates. They will be dropped off at the host families for dinner and evening activities.

Exact dates are determined by the Xperitas Program Manager and are communicated to the Family Stay Coordinator at least 4 months before arrival. All placements must be made and communicated at least 6 weeks prior to group arrival.

Host Family Profile:

Xperitas looks for host families that have a genuine desire to get to know a student from the U.S. and share their daily life with him or her. There should not be many additional costs (besides food/groceries) associated with hosting a student. The fundamental component is for the student to experience a new way of living for a few days. It is a learning experience for both the student and the host family. The students come with their own spending money; however, the host family is expected to provide two meals per day for the students (breakfast and dinner).

In order to meet basic requirements, Xperitas requires the following:

- Two to three students per host family;
- Xperitas students have their own bed. The Xperitas student may share a bedroom with a host sibling as long as they are of the same gender;
- Host family only speaks Spanish (even if they can speak English). It is important to note that a fundamental goal of the program is for the Xperitas student to improve their skills in the target language;
- A host sibling in the family must be within 1-3 years of age of the Xperitas student (preferred, not required); If there is not a sibling in the household, then we encourage families to provide students the opportunity to interact with youth.
- Host family quickly responds to the letter written by the Xperitas student. The letter or email from the host family should provide information about themselves and at the same time reassure the Xperitas student and his/her parents of their excitement for the upcoming hosting experience.

Financial Compensation:

The Xperitas Family Stay Coordinator's total compensation depends on how many students they place within the host community. The Family Stay Coordinator receives payment per student for a 5–7-day placement. Payment for placements can only be processed once the full group is placed and an acceptable list has been provided to Xperitas. Host families can expect a stipend per day per student to cover the cost of meals/lodging. Xperitas does not compensate for the partial placement of a group.

Qualifications:

- Active email account
- Cellphone with excellent coverage
- Ability to type information into a Word document or other format as requested by Xperitas
- Ability to timely problem solve difficult and sensitive situations

The ideal Family Stay Coordinator will have experience working with students between the ages of 14-18 and be connected to students and families within this age range. Teachers at local schools or active community members are strongly preferred. Candidates should be comfortable working with email, Microsoft Word and open to new technologies.

If you are interested in becoming an Xperitas Family Stay Coordinator, please contact:

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