



FIUTS

local connections.
global community.

Position Announcement: Program Assistant/Residence Hall Chaperone (temporary contract, July 15-August 3)

Organizational Background

The Foundation for International Understanding Through Students (FIUTS) is the Puget Sound region's leading organization promoting engagement between international students and members of our community. Founded in 1948, FIUTS builds bonds of friendship that extend beyond borders and stereotypes and inspire a new generation of leaders.

About the SLCI

The FIUTS Seattle Language and Culture Institute (SLCI) welcomes approximately 60 middle and high school students (ages 13-17) from the U.S. and around the world to Seattle for two weeks, July 20-August 3. English language students spend each morning in an interactive English class focused on speaking and listening skills. Global Leadership course participants spend each morning in workshops focused on cultural competency, global awareness, and leadership development. In the afternoons, FIUTS staff and volunteers lead the whole group on guided trips to locations around the Seattle area for fun and educational excursions.

About the Role

This position will support the Education Programs Coordinator and Manager of Education Programs with the management of the SLCI. This position is temporary and is contracted for approximately 140 hours between July 15 and August 4, including afternoon and evening hours and an overnight retreat at Pack Forest Retreat and Conference Center from July 25-26. Activities will take place on the University of Washington campus and at locations around Seattle. The position requires overnight stay in the University of Washington residence hall with approximately 30 residential participants from July 20-25 and July 28-August 3 (11 nights); three adult chaperones who have traveled with student participants will also be staying in the residence hall.

The person in this role will receive a \$2100 stipend as compensation. All meals, transportation and activities during working hours are paid for.

Duties Include:

- Support preparations for group arrival (flexible, office-based hours between July 15-20) and participate in a post-program debrief with other staff, to be scheduled at a mutually convenient time
- Participate in airport pick-up and orientation activities when participants arrive on July 20
- Lead daily social and cultural activities for participants from July 20-August 4 in collaboration with other staff
- Ensure safety of all participants during daily activities
- Monitor participants' well-being, safety, and overall comfort during the program
- Provide opportunities and support for cross-cultural communication and learning
- Answer participants' questions about language and culture
- Provide supervision for students staying in the residence halls and contact FIUTS staff in the event of any issues during overnight stays.

The ideal candidate will have the following qualifications:

- Experience working with middle and high school students
- Demonstrated interest in making connections with international visitors
- Patience with English language learners and cultural differences (experience with Chinese and/or Japanese language and culture is preferred but not required)
- Familiarity with Seattle area and use of public transportation
- Must have valid WA State Driver's License
- Must have at least two years of driving experience and be comfortable driving a minivan
- Must be 21 years of age or older and be authorized to work in the United States

To apply, send a resume and cover letter (PDFs only) to Ellen Frierson, Manager of Education Programs, at ellen@fiuts.org.

More information about the SLCI can be found at www.fiuts.org/slcj.