



**YOUTH FOR UNDERSTANDING USA**  
**EDUCATION COORDINATOR (EC)**

**SHORT-TERM POSITION**

**JAPAN PRE-DEPARTURE ORIENTATION 2019**

*Youth for Understanding USA (YFU USA) is committed to providing students with comprehensive educational programming, which helps to prepare them for their unique exchange experience. The Education Coordinator (EC) plays a key role in achieving this goal at the Japan Pre-Departure Orientation (JPDO). The quality of the Education Coordinator's efforts bears significantly and directly upon the quality of each student's experience. The JPDO program is designed to prepare and educate American high school students as they embark on a six-week home stay experience in Japan.*

**PURPOSE OF POSITION**

Serve as a key member of the JPDO team and play a directive role in training teachers; reviewing and revising curriculum; and managing teachers and teacher activities to carry out the orientation. In addition, the EC organizes staff and provides technical guidance on specific activities including the language testing portion of the orientation and cultural workshops. The EC also provides on-going coaching and assistance to teachers to carry-out lessons.

**RESPONSIBILITIES**

- Provide educational content advisory services to YFU USA in the areas of student orientation programming and curriculum for summer students to Japan.
- Review and revise the curriculum in collaboration with YFU prior to arriving on-site.
- Train, supervise, manage, and evaluate teaching staff and others on-site staff during the orientation program.
- Advise teachers on problems that arise; provide ongoing coaching to teachers.
- Lead staff meetings and discussions related to the teaching and training components of the orientation.
- Work with the Site Director to ensure that teachers' needs are met in regards to logistics and materials.
- Work with the Site Director on student placement within groups (or *kumi*)
- Assist with non-academic responsibilities such as registration, special sessions, and social activities.
- Create and sustain effective, collaborative working relations with all program staff and the YFU's offices.
- Assist in maintaining program integrity by leading teachers and students to uphold YFU's policies and procedures.

**STUDENT SUPPORT AND GUIDANCE**

- Monitor the classroom atmosphere provided by each teacher, and if need be, advise the teachers on how to keep an organized, timely, and engaged classroom environment.
- Assist students with any difficulties they may encounter, and communicate these issues to the Site Director.
- Work with each teacher on fostering cohesion within their classroom group (or *kumi*).

**CONDITIONS OF EMPLOYMENT**

- Be available beginning **mid-April 2019** to effectively review and revise the JPDO language and culture curriculum.
- Be available at least a month before the orientation to assist YFU's administrative team with logistical planning.
- Be thoroughly familiar and comfortable with JPDO lesson plan concept, format, and content.
- Be prepared to facilitate and lead staff training sessions.
- After JPDO, provide detailed evaluations of teachers' performance and self-evaluation of training sessions.
- Strive to understand and achieve the established goals and objectives of the orientation program.
- Adhere to program policies and to YFU's policies and procedures.
- Work in collaborative spirit with YFU's offices and provide flexibility during the orientation.

**QUALIFICATIONS**

- Must have no conflicting obligations during program dates: **June 15- June 23, 2019**.
- Must have a teaching background, preferably with high school students.
- Must have intermediate-advanced level Japanese communication skills in order to review and update the language curriculum (when needed) as well as lead trainings on the language curriculum.
- Must have had experience living in Japan.

- Must have excellent interpersonal skills, be able to train teachers, and function with a large and diverse staff.
- Should be prepared to work in a full-time, total involvement, orientation program.
- Should possess the following characteristics: patience, sense of humor, understanding, adaptability, enthusiasm, awareness, sensitivity, creativity, responsibility, and commitment.
- Should be dedicated to creating and maintaining a team atmosphere.

## 2019 PROGRAM DETAILS

- **Applications are accepted on a rolling basis, so applicants are strongly encouraged to apply as early as possible.**
- **Site:** North Central College, Naperville, Illinois
  - On-site staff training: June 15-16, 2019
  - Student Orientations: June 17-19 and June 21-23, 2019
  - On-site wrap up activities: June 23, 2019
- YFU USA will cover all transportation (up to \$450) and orientation room and board expenses. If for any reason you are unable to fulfill your commitment of attending JPDO after YFU has purchased your travel, you will be responsible for reimbursing YFU for all travel costs incurred at your expense.
- **Per diem:** Education Coordinator will be provided the following per diem:
  - Preparation Days (06/15-06/16): \$80/day
  - Orientation Days (06/17-06/23): \$100/day
  - Please note that the original receipts and documentation will be required for the reimbursement of all expenses, including travel.
- **Questions?** Please contact Maggie Lohmann, JPDO Site Director, at [mlohmann@yfu.org](mailto:mlohmann@yfu.org) or 202-774-5219.
- **TO APPLY:** Please email your **resume, cover letter,** and **a list of 2-3 references** with phone and e-mail contact information to [mlohmann@yfu.org](mailto:mlohmann@yfu.org).

**Deadline to apply: March 20, 2019 at 11:59 PM EST**