



PEACE CORPS – MOROCCO VACANCY ANNOUNCEMENT

POSITION: Homestay Coordinator
DUTY STATION: Rabat, Beni Mellal-Khenifra
DATE OF ENTRY ON DUTY: May 2023
DATE OF COMPLETION: End of November 2023
SALARY LEVEL: 300 Dhs per day. Food, lodging, and transportation are provided by Peace Corps

DEADLINE FOR APPLICATIONS: **April 7, 2023**

Position summary:

Peace Corps Morocco is seeking for **(02) Homestay Coordinators** who will be responsible for identifying families that are interested in cultural exchange and are willing to host a Peace Corps trainee for the duration of the Community-Based training (CBT). Based on criteria for homestay selection, the Homestay Coordinator visits rural Moroccan communities to identify potential host families in their homes to check the houses for suitability of hosting a Peace Corps Trainee (PCT), interview the host family, and finally make a decision for using or not using the family. Once the PCT moves in with the family, the Homestay Coordinator will work with the Language and Culture Facilitator based in the community, to facilitate communication and problem solve issues that may arise with the family and the PCT. The Homestay Coordinator maintains good professional relationships with families, authorities and workplace managers and possible stakeholders in all Community Based Training sites.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

Duties and Tasks

CBT Development

- Collaborates proactively with local authorities and officials as well as partners and community leaders to identify appropriate Community Based Training site for incoming Trainees.
- Represents Peace Corps in formal and informal discussions at prospective sites, clearly and accurately describes the agency mission, purpose of pre-service training, the homestay program as well as roles and responsibilities of the homestay families so that expectations are realistic.
- Schedules visits to prospective sites in an organized, timely and efficient manner, and meets with authorities & officials, potential workplace/practicum sites supervisors, leaders and colleagues, and potential host families.
- Communicates with stakeholders, authorities & officials, potential workplace/practicum sites supervisors, leaders and colleagues, and potential host families in a decent and diplomatic manner.
- Visits all potential homestay families' homes and ensures that all homestay family members and homes meet all PC/Morocco's minimum criteria for homestay.
- Generates and maintains files for each CBT and each homestay family visited, including back-up homestay families.
- Regularly communicates with the supervisor and PST staff about the progress of the CBT development process.
- Communicates any challenges and discusses potential solutions that are related to CBT development or the homestay program.
- Using established criteria, prioritizes visited sites and homestay families according to readiness to host a PCT and documents rationale for those selected and those eliminated.
- Collects and documents detailed information about CBT including, potential homestay families, potential workplaces for practicum assignments, and site information to be shared with PST staff including LCFs and PCTs.
- Conducts orientation for the host families in the CBT assigned to them on the homestay program.
- Matches PCTs with host families in the most appropriate ways.
- Ensures a smooth transition of PCTs to new homestay families and that families are ready to receive their new PCTs.

Homestay Program Support during the Pre-Service Training

- Conducts regular formal and informal meetings with PCTs about their homestay to give and receive feedback on their experiences.
- Conducts regular formal and informal meetings with homestay family members about their PCT to give and receive feedback on the wellbeing and progress of the PCT in coordination with the LCF as needed. Ensures that this feedback is conducted in culturally acceptable ways without offending the families.



- Documents this feedback from both PCT and homestay families to be used in the Trainee Assessment Portfolio (TAP) and VIDA.
- Communicates regularly with the Training Manager or core PST staff on the progress of PCTs and their homestays, ensuring the success of the homestay program and the wellbeing of the PCT.
- Ensures smooth transition for PCTs who need to move homestay families.
- Drafts reports, document each homestay family's success in hosting PCTs, and make recommendations for future CBTs and homestay families.
- Prepares and distributes thank you letters and appreciation certificates to all homestay families and CBT officials and community leaders.

Training Support

- Participates in the Training of Trainer (TOT) sessions and activities prior to PST. This includes a general TOT with all staff as well as Language TOT as needed, during which the team will prepare the strategy and the scope of the language and culture training program.
- Participates in PST staff meetings as required, providing detailed feedback and comments on CBT development, Trainees' performance, behavior and adjustment in CBT.
- Works both independently and as part of a team to enhance Peace Corps' training philosophy, policies and procedures.
- Participates in the roundtables and provides information on trainees' progress and integration.
- Responsible for logistics coordination at orientation, hubs, and clusters throughout PST in coordination with the Training Assistant.
- In coordination with the Training Assistant, the Homestay Coordinator is responsible for the materials and supplies management.

Minimum qualifications required and proven experience in the following:

Required Qualifications:

Education: BA degree.

Fluency in English (Spoken and written). English proficiency test will be conducted.

Experience: Minimum of 2 year of relevant work experience (preferably in areas of community mobilization and /or development).

Good computer skills including experience working with Zoom or other digital platforms.

Minimum of 1 year of relevant work experience with different cultures.

Strong organizational and coordination skills.

Moroccan citizenship

Desired Qualifications:

Tamazight, Tashelhit or Tarifit language skills.

Good listening Skills.

Ability to give and receive constructive feedback.

Ability to act with diplomacy and tact with staff, Volunteers, Trainees, authorities, and community members.

Ability to work independently and as part of a team.

Please note that:

* Peace Corps reserves the right to not evaluate the application of or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

* Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.

* Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address each listed requirement. Both Cover Letter and Resume (CV) must be type written and in English and either emailed or mailed delivered to:

(Moroccojobs@peacecorps.gov)

**2, Rue Abou Marouane Essadi, Agdal
Rabat, 10080**

Only applicants selected for interviews will be notified by telephone and/or email