



Academic Year Program (AYP) Local Representative Role and Responsibilities

Since 1957, Nacel Open Door (NOD) has been one of the world's leading student exchange programs, promoting a life-changing experience for its students and host families alike. NOD offers academic programs in both public and private schools, as well as short-term educational programs and online training. NOD has an experienced, dedicated national support staff and a passionate network of representatives who work together to deliver culturally-immersive education around the globe.

Local Representative Role: The AYP Local Representative matches international exchange students with American host families and high schools in their hometown and surrounding area. This position is contracted with NOD, and as an independent contractor, a Local Representative (LR) has the flexibility to work full or part-time. LRs work with a NOD Coordinator and NOD's Academic Year Program Director, and have support from the national staff.

Major Responsibilities:

- Identify and recruit quality volunteer host families and match them with exchange students.
 - Recruit volunteer host families within 120 miles of your home for NOD students.
 - Direct interested families to complete the Host Family Application.
 - Ensure that all host family adults complete the online Criminal Background Check.
 - Follow up with references for the host family, and submit required Recommendation Forms.
 - Meet with all members of the host family in their home and collect required paperwork and photos.
 - After they are fully vetted, assist the host family in the selection of a Nacel Open Door student.
 - Direct and help the host family complete the online Host Family Orientation.
 - Find and supervise an individual who will submit the Follow-Up Visit Form for each host family
- Build and maintain relationships with participating schools in your local area.
 - Submit the School Acceptance form from the high school where the student will attend.
- Serve as the liaison between NOD's National Office, host families, students, and your local schools, maintaining good relationships with all parties.
- Support the host family and the student during the student's exchange.
 - Conduct a Student Orientation on the program rules, policies and regulations.
 - Submit a Monthly Contact Report (MCR) for each student by the 25th of each month.
 - Work with NOD Student Advisors to provide counseling and problem-solving to students and host families as needed. Promptly report any problems or concerns that may arise from the student, host family, or school to NOD and work collaboratively to address them, including student moves.
 - Follow specific program guidelines for student arrivals and departures.
- Comply with the guidelines set forth by the DOS and CSJET.
- Complete and submit to the National Office all required paperwork related to matching international students with schools and host families.
 - Maintain a record of all documentation on a student's exchange program.
- Annually complete required DOS and NOD training and provide appropriate documentation of the training to the National Office.

Successful Contractors Often Have:

- Demonstrated leadership qualities, including conflict management, problem solving and strong organizational skills.
- An ability to initiate and maintain connections in the community, including schools and host families.
- Excellent communication and presentation skills, including prompt and respectful phone and email habits, and following through on all commitments.
- Demonstrated conscientiousness and perseverance, with the ability to perform well under pressure and make sure commitments are met.
- A passion and appreciation for international understanding, cultural exchanges, and creating unforgettable cross-cultural experiences.

Rewards and Opportunities:

- Work from home and choose your own hours.
- Competitive payment based on student placements.
- Opportunities for bonuses, including incentive travel.
- Build international friendships that will last a lifetime!
- Increase cultural awareness and exposure in your community.
- Knowledgeable and enthusiastic NOD support system.

To be considered: Complete [online application](#), which includes submitting your resume.

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Nacel Open Door is a nonprofit organization dedicated to international understanding and language education.