



Frequently Asked Questions Regarding the Local Coordinator Position

Question: Is this a part time or full time position? What does it pay?

Answer: *This is an Independent Contractor Position. You will be paid a placement fee as you place students. We do not have full time positions available at this time. Placement fees range from \$500 - \$1000 per student based on the length of the program*

Question: How many hours per week does this position involve/require?

Answer: *This is an Independent Contractor Position. You put forth as much effort as you wish. The average coordinator that places 5-10 students per year works 5-10 hours per week. There is no set time commitment, however once you place students you are required to do monthly contact reports and bi-monthly visits with students and families and be available for emergencies.*

Question: Do you have full time or salaried positions available?

Answer: *We only extend Management Positions to those individuals who show success by placing a minimum of 10 students. Coordinators or Managers from other exchange programs will be considered for management positions if they are available.*

Question: Am I reimbursed for my expenses?

Answer: *As an independent contractor you are able to deduct your expenses on your taxes in accordance with IRS regulations.*

Question: How are host families found? Does ETC provide a list of families?

Answer: *Local Coordinators are expected to network and recruit volunteer host families. We provide training and resources to assist you in finding families but it is up to you to do your own networking and*

recruitment. The most successful coordinators recruit host families through their own social networks, churches, youth groups, sporting associations and clubs and occasionally we will have a list of interested families

Question: Why doesn't ETC compensate host families?

Answer: *ETC is a J-1 High School Exchange Program sponsored by the US Department of State. The USDOS requires host families to be volunteers to ensure families are hosting for the right reasons. If you know of other programs that pay their host families – they are either not a J-1 Visa program or they are operating illegally.*

Question: What area will I be assigned to? What areas can I cover?

Answer: *The community in which you live is typically the best area for you to seek families. However, you are able to recruit families within a 60 mile radius of your home. If you have friends or family in areas further than 60 miles or in other states you are able to receive a \$100 - \$300 referral fee, depending on the student's program length.*

Question: How many students does the average Local Coordinator Place? Is there a minimum number or quota?

Answer: *Successful and experienced coordinators place anywhere from 8-20 students per year. However, the average coordinator placed 3-5 students. There are no quotas or minimums. Some coordinators just place 1-2 students a year and others make a part or full time job out of it and place up to 20.*