

美中友好志愿者办公室 聘 暑期培训工作人员

United States--China Friendship Volunteers

Positions Available

短期全职工作

美中友好志愿者办公室因2014年暑期培训需要，拟聘请接待家庭协调员、培训点经理和驾驶员三个职位6名短期全职工作人员。工作地点：成都。

To apply, qualified persons must send a cover letter in English describing their qualifications for the position. They must also send a resume (curriculum vitae) in English (for driver's position a resume could be in Chinese) with education background, work history and salary history. The candidate must commit to the entire contracted period.

A brief position summary for each position is included. Job description is subject to change and salary will be commensurate with skills and experience. Good benefits and training will be provided.

Application materials should be sent

- by post to: U.S.--China Friendship Volunteers, Sichuan University, BOX 278, Wang Jiang Road No. 29, Chengdu, Sichuan, 610064.
- Or, email to: homestay@cn.peacecorps.gov.

The deadline for receiving applications is **April 28, 2014**. Only the applicants selected for interview will be contacted.

请务必在申请信中注明所申请职位。请在**4月28日前将申请信和简历送至一下地址（任选其一）：**

电子邮箱：homestay@cn.peacecorps.gov

邮寄：美中友好志愿者办公室，四川大学278信箱，望江路29号。邮编610064
谢绝来访。我们将与初选合格者联系面试事宜。

1. Homestay Coordinator 接待家庭协调员

（1名工作时间：2014年5月至8月25日，其中5、6月工作时间灵活。）

(Homestay Coordinator position from May to August 28, 2014, working hours in May and June are flexible)

主要职责: Duties

The responsibilities of this position fall into two phases-before the Trainee's arrival in May and June, and during PST in July and August. The Homestay Coordinator is responsible for:

岗前培训开始前（5、6月）在各培训点挑选、培训接待家庭

- Identifying/screening potential host families prior to Pre-Service Training (PST)
- Orientating the selected host family about the home stay program
- All administrative and logistical tasks associated with the PST Homestay Program.

岗前培训期间担任其中一个培训点经理

- Working as a Site Manager and being assigned to one training site community where s/he may live during the PST and is the lead homestay program monitor to a group of more than 20 Trainees.
- Providing feedback to Trainees on adaptation strategies for living with a host family
- Contributing and participating in the trainee assessment process.
- Coordination of all PST activities at a training site
- Monitoring trainee performance.

Qualifications

- Chinese citizen
- Fluency in spoken and written English;
- A bachelor's degree or higher;
- At least two years' experience in the duties and responsibilities described above;
- Experience working with Americans or other foreigners;
- Good communication and organizational skills;
- Good presentation skills.
- Computer skills in work processing, spreadsheet, and database applications;
- An ability to work with a diverse group of Trainees and trainers in an effective and harmonious manner;
- An ability to work within a strict time frame (i.e. punctuality);
- A tolerance for ambiguity and an ability to adapt and change when necessary;
- A positive attitude towards China, its people, the Peace Corps and its projects worldwide.

2. Site Manager 培训点经理

(3名, Mid June, July1 to August 25, 2014)

主要职责: Duties

The Site Manager is responsible and accountable for the

- Being assigned to one training site community where s/he may live during the PST and is the lead homestay program monitor to a group of more than 20 Trainees.
- Management of all administrative and logistical tasks associated with PST at the assigned training site.
- Providing feedback to both host families and Trainees on adaptation strategies for living with a host family
- Contributing and participating in the trainee assessment process.
- Monitoring Trainee interaction with host family, PST staff, other Trainees and local people.
- Working with other training staff, and training site agencies in the delivery of all training activities.

Qualifications

- Chinese citizen
- Good command of English.
- A bachelor's degree or higher.
- Good communication and organizational skills;
- At least two years' experience in the duties and responsibilities described above.
- Experience working with Americans or other foreigners.
- Good understanding of national cultural values and the ability to act as a resource person.
- An ability to work with a diverse group of Trainees and trainers in an effective and harmonious manner.
- An ability to work within a strict time frame (i.e. punctuality).
- A tolerance for ambiguity and an ability to adapt and change when necessary.

3. 驾驶员

(2名工作时间为2014年6月底至8月底)

主要职责

- 为岗前培训工作人员提供驾驶服务；装卸及运送货物；
- 记录车辆行驶里程和油耗；
- 为会议提供后勤支持。

任职要求：

- 持有效驾照；
- 能安全驾驶和平队的各种车辆；
- 驾驶中能保障乘客安全；
- 遵守并执行和平队有关车辆使用的规章制度；
- 愿意根据需要灵活调整工作时间（含节假日）。

Deadline for receiving applications: April 28, 2014.
