

# 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2013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 or 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](mailto:homestay@cn.peacecorps.gov).

The deadline for receiving applications is **April 28, 2013**. 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](mailto: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：2013年5月至8月28日，其中5、6月工作时间灵活。）

(Homestay Coordinator position from May to August 28, 2013, 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 hub.
- 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 28, 2013)**

### **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2013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: <b>April 28, 2013.</b>
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