

Study Abroad Program Director

Washington World Fellows – Washington State, León Spain

The **Washington World Fellows** program, an exciting study abroad and college preparation opportunity for high school students in Washington state, is seeking two qualified program directors.

PROGRAM DESCRIPTION:

A partnership between the [Office of the Lieutenant Governor](#) (OLG) and [the Association of Washington Generals](#) (AWG), the Washington World Fellows program aims to cultivate leadership qualities and a sense of global consciousness in young Washingtonians while preparing them for college. The program does this by providing motivated high school students, who may lack access to similar opportunities, with a life-changing study abroad experience, followed by two years of college preparation programming.

During the summer of 2019, 15 students, selected as Washington World Fellows, will participate in a six-week college-level study abroad experience in León, Spain. During the trip, the fellows will earn five college credits studying the Spanish language at the University of León, immerse in Spanish culture living with homestay families, and learn about Spanish history firsthand through guided field trips. The approximate departure date for the study abroad trip is June 29th, and the estimated return date is August 10th.

DUTIES:

The primary duty of each Program Director is to chaperone the fellows during the 6-week study abroad program in León, Spain. While in Spain, Program Directors will be responsible for ensuring students' safety and well-being. Chaperoning duties include, but are not limited to the following: maintaining awareness regarding students' whereabouts, accompanying fellows on field trips, leading daily check-ins, leading the program's study hall period, responding appropriately and quickly to emergent situations, and proactively supporting students' emotional and academic well-being. The two Program Directors will work collaboratively to carry out these duties.

Prior to the date of departure, program directors' duties will include the following: leading pre-departure seminars for students and their families, assisting students and families in acquiring the necessary documentation to travel, and contributing to the program's student behavioral policies and emergency protocols handbook. Program Directors will work with University of León staff to ensure on-the-ground details, such as meetings with homestay families, designated group meeting places, and field trip protocols, are understood in advance.

KEY RESPONSIBILITIES

Prior to Study Abroad:

- Facilitate pre-departure seminars;

- Assist students and families with paperwork, and be responsible for collecting student paperwork;
- One Program Director will chaperone the group flight to and from Seattle to León;
- One Program Director will depart for León ahead of the group to meet with homestay families and University of León staff before fellows arrive, and will chaperone the return group flight home; and
- Communicate frequently with the OLG and AWG regarding program preparation.

During Study Abroad:

- Ensure students' safety;
- Counsel students on homesickness and culture shock;
- Manage any behavioral issues;
- Facilitate thoughtful discussion, individually and as a group, regarding the study abroad experience;
- Facilitate activities as needed to keep students accountable and on track with learning and behavioral goals;
- Assist students with Spanish language course work;
- Encourage students' enthusiasm for learning about the Spanish language and Spanish culture and help students to push beyond their comfort zones;
- Actively participate in and supervise program activities and field trips;
- Manage administrative duties, including the maintenance of students' files and custody of students' in-country program funds;
- Facilitate treatment of any medical concerns;
- Meet with Spanish language instructors to ensure students are meeting academic goals;
- Coordinate homestay visits staff meetings with University of León staff;
- Be aware of and resolve any homestay issues;
- Participate in regular weekly meetings with the OLG and the AWG
- Contact the OLG and the AWG regarding any emergency as soon as possible; and
- Perform other duties as necessary to ensure a safe, positive study abroad experience for the fellows.

Preferred Knowledge, Abilities, and Skills

- B.A. in Education or a closely related field;
- Certified as teacher or counselor;
- Experience teaching high school students;
- Proficiency in Spanish;
- Strong communications skills with students, as well as faculty, staff, administrators, and parents;
- Experience working with underserved communities students;
- Commitment to working in a multicultural environment;
- Patience and adaptability when traveling with a group of students;
- Strong decision-making skills;

- A proven commitment to promoting students' well-being and success; and
- Experience leading high school study abroad programs.

Compensation

Program Directors will be paid a stipend of \$9,000 dollars. In addition, the cost of airfare, housing, and travel insurance will be covered by the program.

To be considered for this position email your resume, letter of interest, and professional references to Libby.Hollingshead@ltgov.wa.gov with the subject line: Application for Program Director. Please attach the following items:

- A **letter of interest**, describing how you meet the specific qualifications for this position.
- A current **resume**.
- A list of at least three (3) **professional references** with current telephone numbers.

The posting will remain open only until a qualified applicant is selected, so apply early!