

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



Introduction

Welcome to The Experiment in International Living's (EIL) summer abroad leadership opportunities. Group leadership is a chance for you to share your knowledge of and interest in other cultures with an exceptional group of young people.

EIL is looking for individuals who have demonstrated interest in intercultural and experiential learning, in-depth experience living abroad, competency in the language of the host culture, and experience working with young people.

Benefits and Opportunities

- You benefit from professional development, the chance to experience a familiar culture from a new perspective, and an opportunity to use your language skills and develop new friendships and experiences.
- Your program is organized and coordinated by EIL, allowing you to devote your energy and skills to leadership.
- In accordance with applicable federal, state and local laws, group leaders will receive net payment of \$100 per week for first time group leaders or \$150 per week for returning group leaders. EIL will calculate this net payment by subtracting the cost of expenses, such as food and lodging, from group leader pay, but will guarantee that deductions for those expenses will never cause the net payment to be less than either the \$100 or \$150, as noted above, for each week that they work on our programs. For example, a first time group leader who spends five weeks working can expect to receive payment of not less than \$500 for his or her service.

Required Qualifications

- Bachelor's degree or equivalent experience.
- Experience working with high school students in a leadership capacity.
- In-country experience where we have programs.
- Competency in the language of the host country.
- Strong organizational and logistical skills.
- Flexibility and a sense of humor.
- Sound health. (Successful candidates are required to submit an EIL medical form based on a physical examination given after June 1, 2010)
- In late June, all leaders are required to attend a Leadership Training Workshop in Brattleboro, Vermont, immediately prior to program departure.

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



How to Apply

Please complete and submit the following:

Personal Information Form

Short Essay Questions

Case Study Response

Three References References should come from deans, professors, employers, or group work supervisors. One reference may be from a colleague, a student, or a young person who knows you well. Complete the first section of the reference forms prior to giving them to the persons you have chosen.

Please note: Those chosen should complete the form provided, place it in a sealed envelope, sign his or her name across the seal, and return the reference to you, or mail or fax it directly to the EIL office. *You are solely responsible for ensuring that references arrive in the EIL office by the application deadline.*

Leader Biography

Please read and follow the directions listed in the application under **Leader Portrait**. Should you be chosen as a leader, this description will be sent to your group members and their parents.

The “Dear Family” Letter

Please read and follow the directions listed in the application under **“Dear Family” Letter**. Should you be chosen as a leader, your letter will be sent to your host family as their introduction to you.

Former Leaders and 2010 Applicants

If you have led within the past two years, or have completed a 2010 application, complete *only* the following: both sides of the application form (not the short essay questions or case study), one reference, a “Dear Family” letter, and a summary of your work and activities since you last led (or applied to lead).

Mailing Information

For regular mail: The Experiment in International Living, 1 Kipling Road, PO Box 676, Brattleboro, VT 05302-0676
For overnight delivery services (Fed Ex, UPS, etc.): The Experiment in International Living, 1 Kipling Road, Brattleboro VT 05302-0676

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

Selection Schedule

March 1, 2011 — Application Deadline

Your completed application must be postmarked by March 1, 2011, in order to be considered.

March to April 2011 — Review and Interview Period

Completed applications will be reviewed in March and early April. If you qualify, you will be scheduled for an interview.

May 2011 — Appointments

World Learning is an Equal Opportunity Employer and seeks qualified male and female applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified leader for each group of participants. The competitive standards are set by each group of applicants. Applicants who have led before bring that experience as one of their qualifications, but must compete successfully with new applicants.

Late June 2011 — Leadership Training Workshop

Attendance at the Leadership Training Workshop (LTW) is mandatory. The workshop will take place in Brattleboro, Vermont. The major goals of LTW are to present leaders with intercultural training that will prepare them to share EIL's experiential learning approaches, provide information on leadership, benefit from the insight of past and present leaders, and familiarize leaders with EIL's parent organization, World Learning. LTW will also prepare group leaders to monitor participants' safety and welfare and administer the program logistics and budget.

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



PERSONAL INFORMATION FORM

Contact Details

Return this form and other application materials to The Experiment by **March 1, 2011**. Please print clearly.

Name (as it appears on passport) _____

family

first

middle

Title Mr. Mrs. Ms. Other (Please indicate.) _____ Nickname _____

Citizenship _____ Social Security number _____

Current mailing address (Please notify us if this address changes before May 20, 2011.)

city

state

postal code

Current telephone (_____) _____ Email _____

Cell phone (_____) _____ Home fax (_____) _____

Business/school telephone (_____) _____ Email _____

Work fax (_____) _____

Permanent address _____

city

state

postal code

Dates you reside at this address _____ Permanent tel. (_____) _____

Background

Do you have experience working with young people? Yes No

Cumulative time (please circle one): N/A Less than 1 year 1–3 years 3–5 years More than 5 years

Do you have overseas experience? Yes No

Please list those countries where you have in-depth experience, beginning with the most experience (1), and ending with the least experience (5). Indicate the amount of time spent in each place, and the purpose of your visit.

	Country	Time spent	Purpose of visit
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Languages

Please list the languages you speak (which are **spoken where we have programs**), and indicate fluency level (native speaker, excellent, average, or poor). List in order of fluency.

Languages (example: French)

Fluency (example: Average)

Employment

Current Position: _____

Employer: _____

Dates of Employment: _____

Description of Work: _____

Use a separate sheet to attach additional employment history or resume.

Education

Highest level of academic achievement:

Bachelor's Master's PhD JD MD Other (please specify): _____

Place of study: _____ Place of study: _____

Date or Expected Date of Graduation: _____ Date or Expected Date of Graduation: _____

Major(s): _____ Major(s): _____

Minor(s): _____ Minor(s): _____

High School: _____ Date of Graduation: _____

Experience with The Experiment in International Living

Where did you first hear about The Experiment? _____

Are you an alum of The Experiment or any other World Learning program (SIT Study Abroad, SIT Graduate Institute)? Yes No If so, list the program, country, and year. Please list all affiliations.

Have you applied to be an Experiment leader with us before? Yes No

If yes, what year? _____

Have you led an Experiment group with us before? Yes No

If yes, state the year, country, and program.

1. _____

2. _____

3. _____

Emergency Contact

Name _____
family first middle

Address _____

city state postal code

Telephone (_____) _____

Relationship to applicant _____

Have you been convicted of a crime in the past seven years? Yes No

If yes, please explain: _____

Reminders:

- All applicants must submit a Leader Portrait and a "Dear Family" letter. Please follow the directions on the back of the application.
- The application deadline is March 1, 2011. Only completed applications will be considered.

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



REFERENCE FORM

**To be
Completed by
the Applicant**

Name of applicant _____

Name and title of reference _____

I (the undersigned) understand this reference concerning me is to be received and maintained in confidence by World Learning's Experiment in International Living program for consideration as part of my application for a summer abroad leadership position. I hereby waive do not waive any and all rights of access I might have to this statement under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Applicant's signature _____ Date _____

**To be
Completed by
the Reference**

Leaders have responsibility for the welfare of a diverse group of high school students who will live with host families abroad. The leader works to facilitate the participant's cross-cultural education and homestay experience. The leadership position is one that places strenuous demands on the applicant's physical, emotional, and intellectual resources. Your thoughtful evaluation of the applicant's ability to provide effective leadership in this capacity will be very much appreciated.

Please note: This form is designed to facilitate the task of reference writing. If you prefer to write a letter rather than completing this form, please do so. You may leave questions unanswered if your knowledge of the applicant does not qualify you to answer in a particular area. Please type or print your answers to the questions below.

How have you been associated with this person?

Approximate date of acquaintance from _____ to _____

Please assess candidate in the following areas by checking the appropriate box:

How well does the applicant speak a language other than English? (Specify language.)

	Very well	Well	Fair	Poor	N/A	Comments
--	-----------	------	------	------	-----	----------

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

How well does the applicant react to:

Sudden change in schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Awkward or embarrassing situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
People of different ages, backgrounds, cultures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please assess the applicant's:

Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please use this space to elaborate on any of the above.

How would you describe the applicant's leadership style, emphasizing major strengths and weaknesses?

Discuss your observations of the applicant in group situations. Is the applicant looked to for guidance? Resented by some? Does the applicant initiate discussions? Help others communicate?

Please assess the applicant's experience and ability working with high school students in a leadership capacity (including teaching).

What qualities does the applicant possess which will enable him/her to facilitate the responsibilities of group leadership?

Please print or type.

Name _____ Position _____

Address _____

_____ city _____ state _____ postal code _____

Telephone (_____) _____

Signature _____ Date _____

Thank you for providing this reference. Please return it to the applicant in a sealed envelope with your signature across the seal, or to The Experiment in International Living by mail or fax.

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



REFERENCE FORM

**To be
Completed by
the Applicant**

Name of applicant _____

Name and title of reference _____

I (the undersigned) understand this reference concerning me is to be received and maintained in confidence by World Learning's Experiment in International Living program for consideration as part of my application for a summer abroad leadership position. I hereby waive do not waive any and all rights of access I might have to this statement under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Applicant's signature _____ Date _____

**To be
Completed by
the Reference**

Leaders have responsibility for the welfare of a diverse group of high school students who will live with host families abroad. The leader works to facilitate the participant's cross-cultural education and homestay experience. The leadership position is one that places strenuous demands on the applicant's physical, emotional, and intellectual resources. Your thoughtful evaluation of the applicant's ability to provide effective leadership in this capacity will be very much appreciated.

Please note: This form is designed to facilitate the task of reference writing. If you prefer to write a letter rather than completing this form, please do so. You may leave questions unanswered if your knowledge of the applicant does not qualify you to answer in a particular area. Please type or print your answers to the questions below.

How have you been associated with this person?

Approximate date of acquaintance from _____ to _____

Please assess candidate in the following areas by checking the appropriate box:

How well does the applicant speak a language other than English? (Specify language.)

	Very well	Well	Fair	Poor	N/A	Comments
--	-----------	------	------	------	-----	----------

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

How well does the applicant react to:

Sudden change in schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Awkward or embarrassing situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
People of different ages, backgrounds, cultures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please assess the applicant's:

Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please use this space to elaborate on any of the above.

How would you describe the applicant's leadership style, emphasizing major strengths and weaknesses?

Discuss your observations of the applicant in group situations. Is the applicant looked to for guidance? Resented by some? Does the applicant initiate discussions? Help others communicate?

Please assess the applicant's experience and ability working with high school students in a leadership capacity (including teaching).

What qualities does the applicant possess which will enable him/her to facilitate the responsibilities of group leadership?

Please print or type.

Name _____ Position _____

Address _____

_____ city _____ state _____ postal code _____

Telephone (_____) _____

Signature _____ Date _____

Thank you for providing this reference. Please return it to the applicant in a sealed envelope with your signature across the seal, or to The Experiment in International Living by mail or fax.

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



REFERENCE FORM

**To be
Completed by
the Applicant**

Name of applicant _____

Name and title of reference _____

I (the undersigned) understand this reference concerning me is to be received and maintained in confidence by World Learning's Experiment in International Living program for consideration as part of my application for a summer abroad leadership position. I hereby waive do not waive any and all rights of access I might have to this statement under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Applicant's signature _____ Date _____

**To be
Completed by
the Reference**

Leaders have responsibility for the welfare of a diverse group of high school students who will live with host families abroad. The leader works to facilitate the participant's cross-cultural education and homestay experience. The leadership position is one that places strenuous demands on the applicant's physical, emotional, and intellectual resources. Your thoughtful evaluation of the applicant's ability to provide effective leadership in this capacity will be very much appreciated.

Please note: This form is designed to facilitate the task of reference writing. If you prefer to write a letter rather than completing this form, please do so. You may leave questions unanswered if your knowledge of the applicant does not qualify you to answer in a particular area. Please type or print your answers to the questions below.

How have you been associated with this person?

Approximate date of acquaintance from _____ to _____

Please assess candidate in the following areas by checking the appropriate box:

How well does the applicant speak a language other than English? (Specify language.)

	Very well	Well	Fair	Poor	N/A	Comments
--	-----------	------	------	------	-----	----------

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

How well does the applicant react to:

Sudden change in schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Awkward or embarrassing situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
People of different ages, backgrounds, cultures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please assess the applicant's:

Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please use this space to elaborate on any of the above.

How would you describe the applicant's leadership style, emphasizing major strengths and weaknesses?

Discuss your observations of the applicant in group situations. Is the applicant looked to for guidance? Resented by some? Does the applicant initiate discussions? Help others communicate?

Please assess the applicant's experience and ability working with high school students in a leadership capacity (including teaching).

What qualities does the applicant possess which will enable him/her to facilitate the responsibilities of group leadership?

Please print or type.

Name _____ Position _____

Address _____

_____ city _____ state _____ postal code _____

Telephone (_____) _____

Signature _____ Date _____

Thank you for providing this reference. Please return it to the applicant in a sealed envelope with your signature across the seal, or to The Experiment in International Living by mail or fax.

Short Essay Questions

Please respond to the following questions and attach them to this sheet. A résumé will not substitute for responses to these questions. Please type your responses on standard 8.5" x 11" paper.

Reminder. If you have led an Experiment group in the last two years, or if you submitted a complete application for 2010 but did not lead a group, you are not required to complete this side of the application.

1. List secondary schools and colleges attended. Give years of graduation and areas of specialization. List all degrees and scholastic honors. List languages and length of time studied.
2. List your previous employment experience, paid or volunteer, and include names of supervisors, dates employed, and nature of work.
3. What experience have you had with young people in a leadership capacity? How would you describe your leadership style? What additional experience do you have with groups in general, such as teaching, guidance, group living, or discussion?
4. Please elaborate on your overseas experience in the countries you listed. Have you lived with host families in these countries, and for how long? Are there other countries where you have experience?
5. How do you think you could contribute most as an Experiment group leader? What plans do you have to encourage growth and learning in each participant? What do you feel would be your major strengths and weaknesses as an Experiment group leader?
6. State your chief reason for wishing to go abroad as the leader of an Experiment group.

Case Study Background

The group leader works under the auspices of the Experiment office in Vermont and our international partner offices abroad. A local representative, who is selected by the national office in the host country, identifies host families and works as a liaison between the national office, the group leader, and host families. The local representative and the group leader collaborate during this component of the program.

Rachel, an Experimenter to Spain, was informed prior to departure that her Spanish host family had a 20-year-old son. During the application process, Rachel's parents had specifically asked for a host family with a daughter of similar age. Since this clearly didn't happen, they wanted her switched to an appropriate family. Upon arrival, Rachel was moved to a new family who had successfully hosted in the past. Rachel had three host sisters. Two did not live at home and the third worked.

Case Study

Rachel's US parents called the EIL office concerned that their daughter was spending too much time alone. The host mother told the local representative that Rachel had never been left alone for more than three hours and, furthermore, that she was not interested in adapting to Spanish life, preferring to spend time with her US friends. Rachel's host mother also told the local representative that Rachel's US parents were calling Rachel constantly during this first part of the homestay and that she felt this was hindering Rachel's adjustment to life in Spain.

The first weekend, Rachel was invited to spend the night at the home of another group member. Approval was given by both Rachel's host mother and the other host family. Rachel had a great time and wanted to return to do the same for the last weekend of the homestay, but her host mother refused, feeling that Experimenters should be with their own host families on the last weekend. When Rachel's US parents learned that permission was denied, they became furious and called the US office.

Believing that the program was not providing what it should, Rachel's parents asked friends of theirs in Spain to take Rachel in for a night. The friends agreed, and Rachel's US parents sent a statement of permission to the US office approving overnights with their friends and the other group member. This approval was faxed to the national office in Madrid, and Rachel went off to her overnights.

Question

As a leader, what issues are involved, and how would you address them? What is your role? What strategies would you undertake to help prevent and resolve this situation?

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



Leader Portrait

Using the sample below as a general guide, please prepare a 150-200 word statement about yourself (written in the third person) describing your family, education, interests, and work experience. Keep in mind that, pending appointment, this information will be sent to your group members and their parents, who are entrusting you with their child.

About Elizabeth Smith –

A native of Melrose, Massachusetts, Elizabeth Smith graduated from the University of Massachusetts in Boston in 2000 with a BA in Education and a minor in Spanish. From 2001-2005, she taught English as a Second Language in Boston, Puerto Rico, and Mexico. Upon return to the US, she completed her MEd in Bilingual Multicultural Studies. Presently she is teaching high school Spanish in Lynn, Massachusetts. Elizabeth began her travels as an Experimenter to Mexico in 1994 and did a semester in Ecuador while in college. She has traveled widely in South and Central America and the Hispanic Caribbean. In addition, she has visited Western Europe and Asia, including Japan, Korea, Hong Kong, and the Philippines. Besides her love for adventure and sharing in new cultures, Elizabeth enjoys swimming, bicycling, and camping.

“Dear Family” letter

Since 1932, the homestay has been a cornerstone of The Experiment’s philosophy that one best learns the culture and language of another country by living as a member of one of its families. The “Dear Family” letter is an important first step in establishing a connection with your “new” family. It provides your homestay family with information about you, your group, and your role as a group leader. The homestay family attaches great importance to these letters. They are as curious and anxious about you as you are about them.

Please type your letter if your handwriting is not perfectly legible and sign your name. Please write in the language(s) in which you have indicated an average or better fluency on the application form (no more than three). Do not worry if your letter contains some mistakes; your host family will be delighted to hear from you and will appreciate the effort to write in their language. Include a letter in English if you would consider leading to an English-speaking country.

Suggestions:

1. Please begin your letter with a direct “thank you” for the opportunity to live with your host family.
2. Imagine if you were about to host a visitor from another country in your home. What would you like to know about that person? What type of information would best describe or introduce that person? Consider your family, eating habits, hobbies, occupation, etc.
3. Describe your role as an EIL leader.
4. Share your excitement about visiting that community and learning about the local culture.
5. Thank them once again for their hospitality and mention your eagerness to meet them.

Note: Please do not date your letter or mention the host country by name; if, for any reason, you do not go to the country of your first preference, your letter can be used for another program.

Group Leadership Application 2011

The Experiment in International Living

a program of World Learning



Leader Responsibilities

Leading an Experiment program is a very rewarding and demanding job. The responsibilities of an Experiment group leader can be categorized as follows:

1. To ensure the participants' safety and welfare.
2. To administer program logistics and budget.
3. To facilitate the learning experience and to encourage the personal growth of the participants.
4. To negotiate expectations placed on the leader by EIL's partners overseas, host families, participants, participants' parents, and Vermont staff.

The responsibilities of leaders begin at the time of appointment and extend until the completion of their final leader report. To understand how these responsibilities translate into day-to-day realities and specific tasks, please read the following chronological outline.

Pre-Program

- Submit homestay placement materials as required by EIL by the appropriate deadline. (Forms will be sent to you upon your appointment to a program. They include a medical report, travel forms, leader description, and other materials as needed.)
- Write to each group member introducing yourself and the program.
- Attend a Leadership Training Workshop (LTW) in late June.

Program

- Be present and with the group throughout the program.
- Receive and administer the group budget as established by EIL, maintaining an accurate record of expenditures.
- Conduct the cross-cultural orientation portion of the program in conjunction with the host office.
- Plan city-stay activities and group meetings with input from participants.
- Coordinate activities in the homestay community with the local EIL representative.
- Visit all group members and host families within the first week of the homestay(s) to assure that placements are progressing smoothly and that participants and host families are gaining the utmost from the homestay experience.
- Submit a homestay status report to the Vermont office midway through the homestay experience.
- Create a collaborative working relationship with the in-country staff and local representative.
- Maintain contact with and support all group members, requesting assistance from the local representative as needed.
- With the local coordinator, plan get-togethers with your group at least once a week, whether it be for group meetings, excursions, or any other group activity.
- With the participants and local coordinator, plan and implement the host family farewell party.
- Carry out any planned trips, including the details of arranging travel, such as buying tickets and entrance fees, if necessary.
- Manage and follow a budget for program activities, accommodations, and travel.
- Maintain contact with the in-country hosting office for all but minor problems. (Even if no major problems arise, the hosting office would appreciate a courtesy call.)
- Conduct a program evaluation session at the end of the summer to help participants evaluate their learning.
- Conduct a re-entry session with participants at the end of the program, preparing them for life at home.

Post-Program

- Submit the Final Leader Report, Financial Report, and personal evaluations by September 1, 2011. Upon receipt of this information, your compensation will be mailed to you.



World Learning

The Experiment in International Living
SIT Study Abroad
International Honors Program
SIT Graduate Institute
International Development & Exchange

It is the policy of World Learning to provide equal employment and educational opportunities for all persons regardless of age, ethnic origin, gender, nationality, physical or learning ability, race, religion, sexual orientation, gender identity, protected veteran's status, or any other legally protected status.