

## **Out-of-Town Student Program Manager (OSP Manager)** **Yeshiva of Greater Washington-Tiferes Gedaliah**

The OSP Manager is the administrator for the Out-of-Town Student Program, including coordinating communications between parties, working with the Out-of-Town students, solving issues that arise, helping the Menahel enforce policy when needed, and overseeing the Host Families and OOT Students.

The OSP Manager is supervised by the Menahel and supervises the Madrichim.

Responsibilities include –

- Manage the Out-of-Town Student Program (OSP)
  - Serve as primary point of contact for all matters related to the OSP
  - Coordinate with Menahel on all matters related to the OSP
  - In coordination with the Host Family, keep track of the students at all times during the academic year (i.e. when they are home, at school, at the host family, etc.) including tracking shabbasos and coordinating alternate short-term housing when necessary
  - Maintain files on host families and OSP students including, but not limited to, the participant agreements, prospective host family evaluations, host family exit interviews, student medical releases and insurance information.
  - Oversee monthly OSP student activities
  - Maintain up-to-date contact information on students and families
  - Meet regularly with the Menahel to keep him informed on the students and the program
  - Respond to host families and/or OOT student's parents within 24 hours at times when students are being housed
  - Ensure there is a payment plan in place between the host family and boarder's family and keep Executive Director informed when there is a problem
  
- Host Family Oversight
  - Identify potential Host Families
  - Evaluate Host families against eligibility requirements and maintain a file of written evaluations of all families considered. The evaluation will include, but not limited to an interview with the family members, checking references, and inspecting the home and prospective living quarters
  - Obtain Menahel written approval on all recommended Host Families
  - Coordinate Host Family orientation and training including, but not limited to, scheduling classes and conducting private training for those who miss the group class
  - Be in regular contact with each host family, but talk with them no less than once a month
  - Visit each host home at least twice a year and meet with both the family and the student during the visit

- Conduct an exit interview with the host family and student separately, at the end of each academic year and maintain a file of points discussed by family and a recommendation on future participation by the host family
- Out-of-Town (OOT) Student Oversight
  - Meet with students applying for admission and provide a written assessment of their recommendation for admission status
  - Oversee the placement of all students with the most compatible approved host family
  - Meet with each student once a semester at school to ask them about their host home
  - Be in regular contact with each OOT student and their parents, but talk with them no less than once a month
  - Address all concerns that affect the student's well-being and discuss all critical issues with the Menahel
  - Track medical issues and ensure boarder's family is kept informed
  - Oversee the Madrichim and ensure that they conduct OSP Activities as required.
- Other Duties as assigned