



LEX Intern Program in Japan

Eligibility

Applicants must be between the ages of 18-25 at the time of application. They should have a strong interest in Japan, working with people of all ages, and living with a host family for one year. Prior knowledge of Japanese is not required, but applicants must be willing to learn Japanese, and immerse themselves in other languages. Previous participation in LEX activities and homestay programs is encouraged, but not required for this position.

Job Description

Interns will act as assistant exchange program coordinators. Duties include, but are not limited to the following:

- Helping collect and review delegate applications
- Helping with English interviews for prospective delegates (yearlong)
- Helping send off students to other countries
- Orienting delegates to North American life, high school life, cultural differences, etc.
- Counseling foreign students in Japan
- Acting as communication liaison between Japan and the USA/Canada, as well as other countries
- Participating in preparation meetings, workshops, and orientations
- Helping write and edit English language documents
- Giving presentations on North American holidays and culture to elementary and junior high school students

Work Week

The interns normal work week will be Monday to Friday 9:30 to 4:30. One Monday of the month, the interns will be expected to attend the all-staff planning meeting at 9:00 am. The interns will also be expected to participate in Hippo Family Club activities at least once a week (in the evenings or on the weekend). Some flexibility of schedule will be required for occasional special events, such as evening workshops and weekend conferences or orientations. When unusual nights or weekends are worked, comp time may be taken during the week.

Schedule

For a few days at the end of August the intern will be in Boston, MA for orientation and assisting in the office. After the orientation, the intern will fly to Japan around September 1st and will return home one year later. It is not a problem if interns need to return a little earlier because of their university's schedule.

Interns will participate in many workshops and camps; sharing their own experiences in Hippo.

School visits

Interns will also visit elementary and junior high schools to make presentations sharing languages and cultures. These school programs will be prepared with LEX Fellows (language club facilitators) and staff.

Monthly Report

Interns will write a monthly report at the end of each month that will include their duties in the office that month, new things tried, host family information, and any other relevant experiences. The report will be shared with Hippo Family Club members, and LEX staff, as well as 4-H representatives.

Homestay Programs

During the intern's time in Japan he/she will stay with 2-3 host families in the Tokyo area. The LEX Japan staff will choose the family, and information about the family will be sent to the intern prior to their departure from their home country.

Interns are strongly encouraged to participate in Hippo Transnational homestay programs to other countries. If interns want to participate, it will need to be discussed with the intern's supervisors. LEX will support participation in a homestay by providing a 25-40% discount for program fees, depending on the destination country. (Recent interns have visited Turkey, Korea, Malaysia, Thailand, China, and Russia.) In case the program cannot be taken during a regularly scheduled holiday (i.e. New Years or Golden Week) office staff will help arrange the schedule to make up for time away from the office. Travel to North America during the internship is not recommended.

Supervisors

Ms. Masako Kamitomai, Program Director in the Transnational Division, will have ultimate responsibility for the intern. She will be helpful if there are any difficulties that cannot be resolved by immediate supervisors.

Interns will be assigned to a Coordinator in the Transnational Exchange Division. She/he will serve as a direct mentor and will help with the adjustment to daily life and the office. She/he will also arrange the intern's homestay families, transportation, schedules, etc with Masako Kamitomai.

Finances

LEX will provide:

- 90,000 yen monthly stipend
- A host family (usually 2-3 host families over the course of the year)
- Roundtrip airfare from the intern's home to Japan
- Work related travel expenses, including a daily commuting pass
- Cost of obtaining a visa (but not passport)
- Approximately two weeks vacation (to be taken during New Year's and Golden Week (May) when the offices are closed, plus regular Japanese National holidays)
- Other requests for vacation or comp time must be approved in advance
- Medical and accident insurance

Medical and accident insurance is required. It is unclear at this time whether -- this year as we transition from 4-H oversight of the program to LEX oversight -- that will be provided by 4-H or LEX or will be the intern's responsibility. More information on this point will be available before a candidate is asked to accept an offer.

Interns are responsible for:

- Meals taken away from the host family (including lunches)
- Obtaining a passport
- Personal expenses (clothing, personal travel, entertainment, etc.)
- Shipping of personal items (if necessary)
- Expenses, including travel, related to your study project

Research Projects

Interns will be required to study an aspect of traditional Japanese Culture (e.g. martial arts, music, art, dance, etc.) in order to obtain your cultural visa. LEX will arrange the lessons for you, and allow time during the workweek for you to attend them.

In addition, some state/provincial 4-H programs may require an independent research project on some element of Japanese culture - traditional or contemporary. This research project should be presented to 4-H and LEX in a final form, such as a written report, photo essay, or Powerpoint presentation, etc., before the intern returns to his/her home country.

College Credit

We encourage interns to obtain college credit for the required research projects. This credit should be arranged in advance with the intern's university. However, we do not encourage interns to take any extra classes. The interns schedule will be more than full enough, and we want interns to get the most out of their experience in Japan.

Hippo Staff

The intern will be based in the Tokyo area, with occasional short-term travel to other offices in Japan (perhaps 2-3 trips of several days to a week).

Interns will find that one of the benefits of working for Hippo is the great people! Interns work with terrific people, from the staff to Hippo members and fellows, who will provide a lot of support and encouragement!