STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS

OUTBOUND CHAPERONE POSITION DESCRIPTION

CHAPERONE CRITERIA/REQUIREMENTS

- Be at least 21 years of age at the start of the exchange.
- Have experience working with youth; prior chaperoning experience preferred.
- Have international travel experience and/or living abroad.
- Have a genuine interest in the country to which they are applying.
- Have strong communication skills, particularly when working with teenagers and individuals from diverse cultural backgrounds, showing consistent tact and sensitivity in all interactions.
- Must be flexible and able to adapt to pressure, shifting or uncertain schedules, emergencies, and conflict-resolution needs, while consistently demonstrating sound judgement in challenging situations.
- Some knowledge of local language is helpful, but not required (for Costa Rica, Spanish is preferred).
- Preferred involvement with 4-H either currently or previously.
- Cannot have a child participating in the same exchange program to which the chaperone is applying.

CHAPERONE ROLE & RESPONSIBILITIES

- Be available for the full exchange period, including pre-departure orientation activities (e.g. Zoom calls, email correspondence, state/national orientations, etc.), and the day after the exchange period in case of any travel deviations or flight cancellations.
- Be available by phone and email to the States' 4-H office and delegates starting at least 2 months prior to departure.
- Demonstrate responsible behavior, a culturally sensitive attitude, and serve as a role model for youth
- Fulfill all requirements set forth in the chaperone agreement and chaperone handbook (will be provided by States' 4-H once selected).
- Comply with all 4-H procedures and policies as well as procedures and policies specific to States' 4-H.
- Participate in program preparations as requested by your state coordinator and States' 4-H Headquarters.
- Become acquainted with each delegate before the exchange (by phone, email, etc.). Chaperones are responsible for delegates from several different states.
- Contact the delegates every week in the host country and submit call reports to States' 4-H.
- Be available to resolve problems relating to any delegate while in the host country or in transit (including flexibility to accept a change in your flight schedule to stay with a delegate if their flight is delayed/cancelled).
- Participate in all exchange activities (e.g. pre-departure orientations, group camp, in-country field trips, etc.).
- Chaperones are expected to be available around the clock throughout the exchange. While this is a working trip—not a vacation—and chaperones remain "on-call" for delegates at all times, they will still experience the local culture and enjoy daily life with a host family.
- Chaperones may take one personal trip of up to 2 nights and 3 days, pending approval from States' 4-H Headquarters and the international partner. This trip is taken at the chaperone's own expense. Should a delegate issue arise, chaperones may be required to return early or adjust their travel plans.
- Submit a final program report to States' 4-H upon returning home.