



Sister Cities Lawrence Chaperone Committee Chair Job Description

It is the policy of the Sister Cities Lawrence Governing Board (Sister Cities Lawrence) that group exchanges of youth to our sister cities be accompanied and supervised by adults, which have been vetted by the chaperone committee and approved by the Governing Board. In addition to its chair, the chaperone committee will be comprised of the head of each sister city friends group. Chaperones represent Sister Cities Lawrence, the City of Lawrence and the United States, and should at all times demonstrate the Sister Cities International values of fostering a high level of international cultural respect and understanding. It is the responsibility of the chaperone committee chair to support the head of each sister city friends group in the vetting of all chaperone candidates in full compliance with the guidelines approved by the Sister Cities Lawrence Governing Board.

Primary Responsibilities:

- Conduct unbiased and consistent interviews of all candidates.
- Achieve and maintain certified user status with IntelliCorp
- Ensure all background checks are conducted and records maintained in strict compliance with IntelliCorp guidelines and all federal and state laws.
- Provide the Governing Board with recommendations for candidates.
- Execute all duties per the guidelines outlined in the board-approved application process and timeline.

Required Experience and Skills:

- Demonstrated experience conducting professional interviews.
- Demonstrated ability to maintain and protect sensitive information.
- Proven organizational skills.
- Ability to lead others to adhere to specific processes and timelines.
- Possess a demonstrated interest in Sister Cities Lawrence programs as a dues paying member.

Preferred Experience, Background, and Skills:

- Two years of experience interviewing or otherwise assessing skillsets in professional setting.
- Two years involvement in Sister Cities programs.