



HOBSONS BAY INTERNATIONAL FRIENDSHIP ASSOCIATION

CHAPERONE GUIDELINES

Nominations are being sought for an adult to accompany four students to Anjo, Japan as a Chaperone (group leader). The program is open to all persons however applicants living or working in Hobsons Bay may be given preference. Past students who do not live or work in Hobsons Bay may also apply. The Chaperone is responsible for leading the student delegation during the program. The position of Chaperone is unpaid.

The Association will arrange and cover the cost of flights to and from Japan. Accommodation and meals whilst in Japan are met by the Japanese Chaperone and the Anjo Friendship Association. Expenditure on personal items and activities not arranged by HBIFA are not included (e.g. activities on free days). HBIFA will cover arranged excursion costs for both the Hobsons Bay and Anjo exchange participants. Chaperone family members who wish to attend any organised activities may be required to pay as determined by the Association. The Association has its own Public Liability Insurance which covers all members of HBIFA, including the new student and Chaperone delegation.

The Chaperone will be required to begin working with the Program following selection and will be required to participate in activities leading up to the exchange period and responsible for follow-up of the trip throughout the year.

It is not a requirement when applying for this program to be able to speak Japanese.

If the Applicant is successful, a *Working With Children Check* which includes a Police Check must be obtained by the Applicant and any person 18 years and over residing within the household. This is a free service obtained from Australia Post.

Responsibilities of the Chaperone

- Participation in the selection of students.
- Build rapport with the selected students.
- Lead the student delegation in activities.
- Attend a 10 week program (2 hours per week from April – July) to prepare a group performance and a short speech in the Japanese language.
- Organising a family/student orientation function e.g. BBQ, dinner, picnic etc.
- Assist in fund raising in conjunction with the Association and students (e.g. raffles at Association meetings, Woolworths sausage sizzle, etc.) with money going towards the cost of the program. Held prior to travel to Japan.
- Provide reciprocal accommodation for the Japanese Chaperone who accompanies the student delegates from our sister city.
- Accompany the visiting Japanese Chaperone and students at all times during their visit to Hobsons Bay in early July, which includes the school holiday period. This may require you to arrange leave from your place of employment.
- Attend regular HBIFA meetings.
- Report back to the Association following the student exchange.
- Where possible, host an Anjo representative from the adult citizen delegation (occurs once every three years).

The ideal candidate should possess a combination of the following:

- Interest/background in Japanese language, history and culture.
- Excellent communication/interpersonal skills (particularly with adolescents).
- Leadership qualities.
- Previous international travel experience.
- Teaching and/or administrative and/or leadership experience with secondary school students.
- Be physically capable of undertaking the duties.
- Hold a current Passport.
- Have a current Working with Children Check.



HOBSONS BAY INTERNATIONAL FRIENDSHIP ASSOCIATION

CHAPERONE INFORMATION

In October 1988, the City of Altona formalised a sister city agreement with the City of Anjo, Japan and signed a further agreement under the City of Hobsons Bay after the amalgamation of the former Cities of Altona and Williamstown. The common objective of the two cities is to develop friendship and goodwill and, through the sharing of information, promote a deeper understanding between the nations of Australia and Japan.

One of the main functions of the Association is the Student Exchange Program which provides the opportunity for students in Hobsons Bay to experience at first hand, the culture and lifestyle of countries other than Australia. Four students and a Chaperone are chosen each year to participate in the program. The Association also conducts a Cultural Exchange Program where a piece of art is donated to Anjo from various artists within Hobsons Bay and likewise from Anjo every three years. A citizen delegation from Anjo also visits Hobsons Bay every three years where members of the Association offer homestay accommodation. The Association has hosted more than 500 participants in its 30 year history comprising students, Chaperones and the citizen delegations.

The successful Chaperone applicant will provide homestay for the Japanese Chaperone during their stay in Hobsons Bay for a 2 week period in early July which will include the School Holiday period. The return visit to Anjo is expected to be late July - early August.

For more information contact Joy Martin (President) on 0407 523 483 or email hbifasecretary@gmail.com

Applications close 28 February