**SAMPLE**

**American Sign Language (ASL) Interpreter Contract**

(This is a sample contract only and should not be considered a legally binding document).

**SKILLS**

* Must know fluent American Sign Language and be able to translate American Sign Language to spoken English and spoken English to American Sign Language.
* Must be able to use appropriate vocabulary related to disability issues in both English and in American Sign Language.

**REQUIRED QUALIFICATIONS**

* Have an understanding of group dynamics and be able to provide leadership to encourage interpersonal relationships.
* Maintain an easy-going and flexible manner and maintain a sense of humor when plans don't work out.
* Ability to provide emotional support, when needed, to participants during the exchange program.
* Maintain an enthusiastic and optimistic outlook.
* Awareness of safety needs and ability to be responsible for the safety of the participant.
* Provide a model for encouraging creativity of the participant during cultural and artistic endeavors.
* Be committed to promoting international understanding and realize that part of the success of this program is to develop international networks that will further the individual's/organization's involvement in future international exchanges.
* Must have experience with interpersonal problem-solving.
* Must complete a satisfactory criminal and sex offender background check in accordance with policy.
* Must have current certification in First Aid and CPR, and interpretation.

**JOB RESPONSIBILITIES**

* Responsible for providing sign language interpretation during group and individual activities as requested or needed while traveling and during the hours of 9 a.m. to 5 p.m. Monday through Friday.
* Responsible for assisting individual with sign language interpretation during medical situations and emergencies.
* Responsible for supporting the participant in all activities during the exchange, including orientation, airport departures and airline flights.
* Responsible to work with staff of the exchange program in all areas as determined by stated schedule.
* Responsible to counsel and consult with participant, when appropriate, to maintain satisfaction.
* To represent (organization name), and in acknowledgment that your actions will represent our organization, to act in ways which are culturally sensitive to other persons; to be tactful in negotiating compromises.
* Responsible for assisting in orientation and evaluation meetings and all other meetings during the exchange.
* Responsible for helping ensure that host community involvement and activities are successful by advising participant, organization, or host country and staff when problems occur.
* Responsible for participating in post-program evaluation activities, either verbal or written.
* Prepared to be responsible and responsive twenty-four hours a day.
* Provide copies of current certification for CPR and First Aid, interpretation, US passport, Visa and necessary shots.

**PAYMENT TERMS**

This contract is for the time period of (date) to (date).

* Contractor will be paid $ for services as agreed in this contract.
* Payments will be made upon receipt of invoice as follows: (a) $ (amount) two weeks before departure, (b) $ (amount within 30 days following conclusion of the program upon receipt of program evaluation
* If Contractor deems s/he is unable to participate in the program, and; (name of organization/individual) is unable to receive a refund for the cost of airfare or find a replacement, the Contractor is required to reimburse the individual/organization for the cost of any ticket (s) purchased.

 **Signature Page**