SEATTLE JAPANESE GARDEN

GARDEN GUIDE VOLUNTEER APPLICATION
FALL 2017 TRAINING SESSION: SEPTEMBER 23RD & 30TH, 9AM-3PM

Application Deadline: September 18th, 2017
We are unable to consider applications postmarked after this date.

Please read this letter and application carefully and sign on Page Two to indicate you understand and agree with the information provided here. Please fill out the remaining information on Page Three. You may add pages if you need more space, but please use this form only and do not alter its format. If you do, we will not be able to process your application. Thank you.

Dear Applicant,

Thank you for your interest in serving as a volunteer guide for the Seattle Japanese Garden!

The mission of garden guides is to provide public education of this garden's history and to introduce visitors to the artistic tradition of gardens in Japan. Guides also actively engage the visitors in a sensory experience as they stroll through the garden paths. Your prior volunteer experience need not be in the area of the culture of Japanese Gardens. All applicants should be comfortable speaking to individuals as well as groups.

Prospective guides will complete a two-day Guide Training and shadow tours with an experienced mentor before they are eligible to guide tours. **There is a small fee to cover materials cost for the training**.

Guide Training consists of three parts:

1) **Classroom training.** The in-class training will cover detailed information on the history and specific characteristics of Seattle Japanese Garden, as well as skill building on how to lead an effective tour.
2) **Volunteer Safety Training**. All new guides will receive an orientation to being a volunteer at the Seattle Japanese Garden. This portion of the training will cover general safety, code of conduct agreements, and the Volgistics software program.
3) **Mentorship.** Trainees will then spend time with an experienced mentor and practice leading tours in the garden.

Guide training classes are held in the Tateuchi Community Room at the Seattle Japanese Garden. The Japanese Garden is located at 1075 Lake Washington Blvd E. Onsite parking is free. **The cost for guide training classes is $35. Please do not send payment with your application.** This will be due upon acceptance to the program.

Arboretum Foundation

SEATTLE PARKS AND RECREATION

Upon completion of guide training and with approval from a mentor, you will become an Active Status Tour Guide.

ACTIVE STATUS TOUR GUIDES SERVICE EXPECTATIONS:
Trainees are required to complete 20 hours of volunteer service every year in order to maintain your position as an Active Status Tour Guide. If the hours served falls below this 20-hour-per-year threshold, you will lose your position as an Active Status Tour Guide and the benefits associated with that position.

ACTIVE STATUS BENEFITS:

- Free individual admission to the Seattle Japanese Garden.
- Free admission to lectures with experts in the field.
- Invitations to Continuing Education sessions and other volunteer enrichment opportunities.

Please note:
***You must have access to the internet and an e-mail address to be a Garden Guide.**
***You may not use your status as a Japanese Garden Tour Guide and docent to promote your business or any commercial product**

Sign below, complete the remainder of the application and submit it in one of two ways:

1) Scan and send as an email attachment to jgardner@arboretumfoundation.org
2) Mail it in a **business-size envelope** to the following address: ATTN Jessa Gardner 2300 Arboretum Dr E, Seattle, WA 98112

The application must be postmarked no later than September 18th, 2017.

You will be notified of your acceptance status no later than September 21st, 2017

All questions can be directed to Jessa Gardner, Program Manager, at jgardner@arboretumfoundation.org or (206) 949-1343.

I understand and accept the Japanese Garden Tour Guide Training conditions and requirements stated above. *

Printed Name _____

Signature _____

PLEASE PRINT OR TYPE ALL INFORMATION

Legal Name _____

I prefer to use the nickname_____ Preferred Phone ( ) _____

Address_____ Work Phone ( )_____

City/ Zip_____ Cell Phone ( )_____

E-mail Address_____

VOLUNTEER EXPERIENCE: *List most recent first. Note which of your volunteer experiences you enjoyed the most and why.*
Organization Position title and responsibilities/months or year(s)

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SPEAKING WITH THE PUBLIC: *Please describe your experience.*

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FLUENT IN LANGUAGES OTHER THAN ENGLISH:

_____

WHY DO YOU WANT TO BECOME A JAPANESE GARDEN TOUR GUIDE?

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OCCUPATION(S) *Present, if employed; former, if retired*

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