



Seattle-Tacoma International Airport Volunteer Program Application

Date _____

Full Name _____

If college student, what school? _____

Phone Number _____ E-mail _____

Address _____ City/State _____ Zip _____

Emergency Contact Name _____ Phone _____

How did you hear about this program? _____

Languages Spoken (*other than English*) _____

Why do you want to be an Airport Volunteer? _____

Thank you for your interest in the Airport Volunteer Program.

Please return this application to:

Susan Goodspeed, Customer Relations Supervisor
Aviation Operations, Customer Service
Port of Seattle
P.O. Box 68727
Seattle, WA 98168
e-mail: goodspeed.s@portseattle.org
www.portseattle.org

For Office Use Only:

Application returned _____/_____/_____
Training _____/_____/_____
Activated _____/_____/_____
Inactivated _____/_____/_____
Exit Interview _____/_____/_____

JOB DESCRIPTION

A Port of Seattle volunteer at Seattle-Tacoma International Airport must:

- Be sincere and committed in giving excellent customer service.
- Be enthusiastic.
- Present yourself with professionalism towards your volunteer duties.
- Volunteer at least one 4-hour shift each week.
- Be reliable and prompt.
- Abide by policies of the program.
- Communicate with Program Administrator.
- Seek and accept feedback about your responsibilities.
- Be available for on-going training.
- Be flexible with assigned areas to work.

Qualifications:

- Friendly, outgoing personality whom enjoys helping others.
- Must have sight and hearing capabilities sufficient to assist travelers in need of direction.
- Must have communication skills to direct travelers effectively.
- Must be able to adhere to Program dress code.
- Must work well with others.

Functions:

- Direct travelers in the Airport terminal.
- Offer assistance and information about services in the Airport.

College Internships & Interviews:

- All applicants will be invited to an interview during the month of **May** for summer internships and **October** for winter internships.
- College student internships are from June to August and October to December.
- A minimum of 200 hours is required