



Seattle-Tacoma International Airport Volunteer Program Application

Date _____

Full Name _____

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:

Sue Hansen Smith, Customer Service Manager

Airport Operations

Port of Seattle P.O.

Box 68727

Seattle, WA 98168

e-mail: hansensmith.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.