

## Arrival Day

Tuesday, September 18, 2018

### **1. Airport Greeters** (shifts available from 9:00 am – 4:30 pm)

*We will have support from the Port of Seattle, but need volunteers to welcome the guests and ensure that all of the guests know make it on the buses to the Westin Seattle. This job is perfect for international college students or students of Japanese.*

**Location:** Sea-Tac International Airport (17801 International Blvd, Seattle, 98158)

**Number of spaces:** 20 volunteers (or volunteers who can work multiple shifts)

**Japanese language ability:** low-intermediate, 4-6 intermediate-high

**Additional Requirements:** Should be able to lift heavy objects and walk distances. Preferably friendly and outgoing. Those riding the bus with guests should have some knowledge of Seattle.

**Duties include:** Greeting guests at Sea-Tac International Airport, checking-in guests, guiding guests across the airport to buses, assisting with loading buses, (4-6) riding bus to the Westin with guests and offering info on Seattle in Japanese

### **2. Hotel Grassroots Summit Information Desk** (shifts available from 10:00 am – 7:00 pm)

*We will have an information desk available in the Westin lobby open for most of arrival day to help organize participants into their different tour and dinner groups, answer questions about the surrounding area in Japanese, and pass out Japanese language maps.*

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101)

**Number of spaces:** 10 volunteers

**Japanese language ability:** intermediate-high

**Additional Requirements:** Should be somewhat familiar with area around Westin Seattle. Preferably people who are organized, familiar with all the goings on, and able to answer detailed questions about the Summit.

**Duties include:** Greeting guests at the hotel, assisting guests with luggage storage, assisting with participant Orientation, managing sign-up sheets for activities and dinner, directing guests, familiarizing self with Grassroots Summit schedule and being able to answer questions.

### **3. Luggage Storage** (shifts available from 10:00 am – 5:00 pm)

*Many participants will arrive before hotel check-in and will need to store their bags. We will have a designated Grassroots luggage storage area to keep the participants' luggage safe and organized.*

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101)

**Number of spaces:** 12 volunteers

**Japanese language ability:** low-intermediate

**Additional Requirements:** Should be able to lift heavy luggage. Should be organized and good with dealing with large crowds.

**Duties include:** Assisting guests with luggage storage

Grassroots Summit Volunteer Jobs (subject to change)

**4. Walking Tours around Downtown Seattle** (shifts available from 10:45 am – 4:30 pm)

*Some participants will arrive at the Westin Seattle at 11 am and 1 pm, but Westin Check-In is not available until 4 pm. We are hoping to offer walking tours during this waiting period to offer participants the options to explore the nearby area with assistance. This is a good opportunity to share your favorite places with visiting Japanese people and practice Japanese.*

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101) → Nearby Tourist Areas (Pike Place Market, Westlake Shopping area, Seattle Center, Waterfront)

**Number of spaces:** 14-18 volunteers (or volunteers who can work multiple shifts)

**Japanese language ability:** intermediate

**Additional Requirements:** Should be familiar with area and able to point out landmarks. Should be able to walk distances. May be asked to help participants buy tickets for Chihuly, Space Needle, MoPop, etc.

**Duties include:** Guiding guests to/from nearby areas from Westin Seattle, pointing out various landmarks and giving quick tour of the area, designating a meet-up point, assisting guests as need be (some guests have very low English ability and may hope to stick with volunteers for help with ordering food, etc.)

*\*For more information, see Walking Tour itinerary examples on page 19.*

**5. Dinner Groups** (5:30 pm – 8:30 pm)

*Similar to the walking tours, we would like to give participants the option to receive assistance with dinner their first night, as well as meet locals who will give them a good impression of Seattle.*

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101) → Nearby food courts and restaurants

**Number of spaces:** 14+ volunteers

**Japanese language ability:** intermediate (but friendliness and helpfulness is more important)

**Duties include:** Guiding guests to/from nearby restaurants and food courts, assisting guests in ordering food, showing guests a good time for dinner (guests are expected to pay for their own food)

## Seattle Tours + Opening Ceremony

Wednesday, September 19, 2018

**6. Seattle Tour Assistance and Interpretation** (shifts available 7:45 am – 2 pm)

*Looking for people who speak Japanese at a high level and can help act as volunteer guides and interpreters for the following tours. Volunteers will have the opportunity to participate in the tour at no charge. JASSW is willing to reimburse the costs of lunch with receipt (limit TBD).*

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101) → following locations

**Restrictions:** Family, friends, and children may NOT accompany volunteer. Age restrictions apply. **Additional**

**Requirements:** Briefing for all volunteers from 7:30-8:00 am. Tour times listed below. Volunteers with later tour times will be asked to assist with tour check-in.

Grassroots Summit Volunteer Jobs (subject to change)

**Boeing Factory Tour** (8:30 am – 2 pm)

**Location:** Boeing Factory (8415 Paine Field Blvd, Mukilteo, 98275)

**Number of spaces:** 2 volunteer (16+)

**Japanese language ability:** intermediate-high (should be able to offer information on Boeing, but fluency not necessary because tour is mostly visual)

**Duties include:** Checking in and counting guests, assisting bus guide, translating Boeing Factory Tour for participants, assisting guests in ordering food

**Twin Peaks and Winery & Beer Tour** (8:45 am -2 pm)

**Location:** Snoqualmie Falls (6501 Railroad Ave SE, Snoqualmie, 98024), Wine/Beer TBD

**Number of spaces:** 1-2 volunteers (21+)

**Japanese language ability:** intermediate (there will be a Japanese speaking guide, no interpretation necessary)

**Duties include:** Checking in and counting guests, assisting bus guide, assisting guests in ordering food and wine

**Underground Tour and Safeco Field Tour** (8:15 am – 2 pm)

**Location:** Underground Tour (614 1st Ave, Seattle, 98104), Safeco Field (1250 1st Ave S, Seattle, 98134)

**Number of spaces:** 2 volunteers

**Japanese language ability:** high (should be able to interpret tours)

**Additional requirements:** Should be familiar with Pioneer Square and Sodo

**Duties include:** Checking in and counting guests, guiding participants between locations, interpreting tours for participants, assisting guests in ordering food

**Japanese-American History Tour** (9:00 am -2 pm)

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101) → JCCCW (1414 S Weller St, Seattle, 98144), NVC (1212 S King St, Seattle, 98144), Panama Hotel (605 S Main St, Seattle, 98104)

**Number of spaces:** 4+ volunteers

**Japanese language ability:** bilingual fluency preferred

**Additional Requirements:** High knowledge of International District and Japanese history

**Duties include:** Checking in and counting guests, guiding participants between locations, giving information on NVC and Panama Hotel in Japanese

**Seattle Business Tour** (9:15 am – 2 pm)

**Location:** Starbucks Roastery (1124 Pike St, Seattle, 98101), Starbucks Corporate Office (2401 Utah Ave S, Seattle, 98134), Microsoft Visitors Center (15010 Northeast 36th Street Building 92, Redmond, 98052)

**Number of spaces:** 2 volunteers

**Japanese language ability:** high (should be able to interpret Starbucks Tour)

**Duties include:** Checking in and counting guests, assisting bus guide, interpreting Starbucks Tour for participants, brief information at Starbucks Roastery, assisting guests in ordering food

Grassroots Summit Volunteer Jobs (subject to change)

## **7. Opening Ceremony**

*We will need people to help collect Japanese guests at the Westin Seattle then bring them to Pier 55 for the Argosy Cruise. We will also need some help with the initial set up for the Opening Ceremony.*

**Location:** Argosy Cruise to Tillicum Village (1101 Alaskan Way, Seattle, 98101)

**Restrictions:** Opening Ceremony volunteers jobs are invite only. Volunteers cannot participate in the Opening Ceremony unless already invited.

**Guiding guests to Pier** (2:30 pm – 3:45 pm)

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101) → Argosy Cruises, Pier 54

**Number of spaces:** 6-8

**Japanese language ability:** low-intermediate

**Duties include:** Checking in guests, ensuring all guests are on buses, and signed in, riding buses with guests to Pier for Opening Ceremony

**Opening Ceremony** (shifts available from 1:30 pm – 4:30 pm)

**Number of spaces:** 4-6 [preferably staff or committee members]

**Japanese language ability:** low-intermediate

**Duties include:** setting up for registration/check-in, running registration table, checking-in guests, setting up, guiding guests where to go

## **Local Session Send-Off**

**Thursday, September 20, 2018**

### **8. Local Session Send Off** (7:00 am – 10:00 am)

*We need people who will help ensure all the guests are on their proper buses to their local sessions in a timely fashion. For many, we will not be able to bring these people to the correct local session if they miss the bus so we need to ensure there are no mistakes.*

**Location:** Westin Seattle (1900 5th Ave, Seattle, 98101)

**Number of spaces:** 6-8 [preferably staff]

**Japanese language ability:** low-intermediate, some intermediate-high

**Additional Requirements:** Briefing for all volunteers from 7:00 – 7:30 am

**Duties include:** assisting guests with check-out, collecting keys, ensuring all guests are on their proper buses to their local sessions, volunteers will be needed to ride the buses with participants

*\*For more information, see the bus itineraries to Local Sessions on page 24.*

Grassroots Summit Volunteer Jobs (subject to change)

## Closing Ceremony

Sunday, September 23, 2018

### **9. Closing Ceremony**

*We will need volunteers to help manage the check-in and Closing Ceremony Registration desks throughout the day. Guests will have the opportunity to meet people from Japan and practice Japanese.*

**Location:** Hyatt Regency Lake Washington (1053 Lake Washington Blvd N, Renton, 98056)

**Hotel Check-in** (1:00 pm – 5:00 pm)

**Number of spaces:** 3-4 volunteers

**Japanese language ability:** intermediate

**Duties include:** Set-up check-in desk, assist guests with hotel check-in and hand out keys, assist early arrivals with luggage storage

**Closing Ceremony Registration** (1:00 pm – 5:00 PM)

**Number of spaces:** 3-4 volunteers

**Japanese language ability:** low-intermediate

**Duties include:** Set-up registration, assisting early arrivals, managing event registration

## Departure Day

Monday, September 24, 2018

**10. Send Off at Hyatt Regency Lake Washington** (shifts available 5:30 am – 10:15 am)

*We need volunteers to give guests a happy send-off and ensure an easy check-out and that all the participants are on their proper buses to the airport.*

**Location:** Hyatt Regency Lake Washington (1053 Lake Washington Blvd N, Renton, 98056)

**Number of spaces:** 3-4 volunteers

**Japanese language ability:** low-intermediate

**Duties include:** meeting guests in Hyatt lobby, assisting with check-out and collecting keys, checking-in guests to buses

**11. Airport Helpers** (shifts available 6:30 am – 12:00 pm)

*We will have support from the Port of Seattle, but need volunteers to give guests a happy send-off and ensure that all of the guests make it through security safely and without issue.*

**Location:** Sea-Tac International Airport (17801 International Blvd, Seattle, 98158)

**Number of spaces:** 3-4 volunteers

**Japanese language ability:** low-intermediate

**Additional Requirements:** Should be able to lift heavy objects like luggage.

**Duties include:** helping guests with airport check-in, guiding guests to security gates