

## Become a Volunteer Tour Guide at Lan Su Chinese Garden

Volunteer tour guides interpret the garden for visitors by leading formal tours of 40-45 minutes in length. This can be a very rewarding volunteer opportunity but it does take training, has a certification process and a commitment to lead tours monthly.

Lan Su Chinese Garden is accepting applications for adults (18 years & older) to become a volunteer tour guide. Lan Su seeks volunteers who have good public speaking skills, an appreciation & ability to learn about Chinese gardens, culture & history and the skill to present a 40 minute tour of Lan Su with visitors of all ages. In addition, we are looking for applicants who have the ability to guide general public tours on weekends or who can guide K-12th grade students during the weekdays, or who are bilingual in English and Mandarin to conduct school tours in Mandarin.

The guide training is a 3-4 month process that takes a weekly commitment beginning in mid-October 2018 with a 6 week training course that will most likely take place on Saturday or Sunday mornings or afternoons in the garden. You will also be assigned a mentor who you also will work with independently. We also ask that you can commit to leading tours for a minimum of 1 year after completing the training and certification.

For more information and to apply contact Katie Hill, Director of Volunteers & Education, Lan Su Chinese Garden; [Katie@lansugarden.org](mailto:Katie@lansugarden.org) or 503-542-2095. Application deadline is September 25, 2018.



# Volunteer Guide Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Cell

Email: \_\_\_\_\_

**Please check times you are available for guide training:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings 9:00-11:00 a.m.							
Afternoons 2:00-4:00 p.m.							

**Please let us know your skills & experience with public speaking, teaching, guiding, or other applicable experience working with the public:**

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**Please share with us other special skills, training, languages, and experiences with China:** \_\_\_\_\_

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**Please share any experience working with school-aged children:**

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**Current Occupation:**

Student      School \_\_\_\_\_      Major \_\_\_\_\_

Employed    Occupation \_\_\_\_\_    Employer \_\_\_\_\_

Retired      Occupation \_\_\_\_\_    Employer \_\_\_\_\_

Other      \_\_\_\_\_

**Do you have any special needs or restrictions in your volunteer work?**

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**Please state what you wish to accomplish/achieve as a Lan Su tour guide:**

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**References:**

**Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Emergency Contact:**

**Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

Lan Su Chinese Garden makes every effort to match volunteers to available positions according to their skills, interests, & availability.

**Volunteer Agreement:**

As a Garden volunteer, I will remain loyal to the goals and objectives of Lan Su Chinese Garden. I will read and understand the volunteer handbook and guide training materials which I will receive. I promise to follow all the policies set forth and agree to follow any changes or additions made regarding Garden volunteer policies.

**As a Guide I can commit to the training schedule and after certification as a guide commit to conducting 4 tours monthly for a minimum of a year.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this completed form to:** Katie Hill

Lan Su Chinese Garden  
220 NW Second Ave., Suite 1050  
Portland, OR 97209  
[katie@lansugarden.org](mailto:katie@lansugarden.org)

**For questions or information, please contact:**

503.542.2095  
[katie@lansugarden.org](mailto:katie@lansugarden.org)