



Now Hiring: Kakehashi Project Group Guide

Washington, D.C., Nashville, Chicago, Denver

The Laurasian Institution of Seattle, WA is seeking guides for groups of 25 participants visiting the United States from Japan in October and November 2013. Groups will be comprised of 24 high school or university students and 1~2 adult chaperones. Groups will visit the United States for a period of 10 days, which include sightseeing in major cities and a homestay in locations throughout the country.

Guides will meet groups at the airport in their arrival city, lead them through scheduled orientation and sightseeing activities, accompany them to the homestay location and departure city, and see them off at the airport.

Description of Duties:

- Guide the group through all scheduled activities, including arrival/departure at airports, mealtimes, orientation, sightseeing, travel to/from homestay locations, host school activities, etc.
- Ensure the group stays together at all times
- Ensure the safety and well-being of all members of the group by handling medical or other emergency situations.
- Interpreting between group members, vendors, and others throughout the trip as needed
- Coach students on grammar and pronunciation of English presentations

Summary of Requirements:

- Native English speakers with highly functional Japanese abilities (minimum JLPT Level 2/N2 or equivalent)
- Background in education, youth exchange, and/or Japan-related work experience
- All-day time commitment for 10 days, including being on-call at night
- Experience with Japanese students and/or the Japanese school system
- Familiarity with Japanese health insurance procedures
- Residence in and knowledge of the geography, history and culture of at least one of the major cities (Chicago, Denver, Washington D.C. or Nashville)
- Ability to handle emergencies and work under pressure
- Strong communication skills, both oral and written
- Demonstrated experience as a leader
- Bachelor's degree
- Pass a criminal background check

Compensation

- \$2,250 for 10 days as group guide
- Transportation to/from major cities (either Chicago & Denver or Washington D.C. & Nashville) during the trip
- Transportation to/from the homestay location
- Meals and lodging during trip

Trip Dates & Locations

- Tour 1: October 27th – November 5th, 2012 (Washington D.C. & Nashville)
- Tour 2: November 3 – 12, 2012 (Chicago & Denver)

To be considered, please send your resume, cover letter, your base city (Chicago, Denver, Washington D.C. or Nashville) and a list of all available dates to mbernard@laurasian.org. Travel must begin or end in one of the four major cities, therefore applicants not located in those cities will not be considered. No phone calls, please.

The Laurasian Institution is a 501(c)3 non-profit organization offering international and cross-cultural education programs. This position is a part of the Kakehashi Project, a youth exchange project sponsored by the Ministry of Foreign Affairs designed to heighten potential interest in Japan as a form of economic stimulus, and to enhance international understanding of the “Japan brand”.

For more information about the Kakehashi Project, please visit our website:

<http://www.laurasian.org/kakehashi/>