



VOLUNTEER DESTINATION STAFF APPLICATION

REQUIRED FOR TRAVEL

Legal First Name _____ Legal Middle Name _____ Legal Last Name _____

Male _____ Female _____ Date of Birth (Required): _____

Country of Citizenship: _____ Exp. Date: _____

Passport No. _____ Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Physical Address (UPS / FedEx Shipments): _____

City: _____ State: _____ Zip Code: _____

PLEASE INDICATE IN ORDER OF PREFERENCE THE TRIP YOU WOULD LIKE TO STAFF
(e.g., #1 is your top preference and #5 is your last choice)

Destination	Approximate Program Dates
Bahamas (Nassau / Paradise Island)	Late May through Late June
Hawaii (Oahu)	Late May through Late June
Cabo San Lucas, Mexico	Early June through Mid June
San Juan, Puerto Rico	Early June through Late June
Panama City Beach, Florida	Mid May through Early June

If accepted, what dates are you available to travel? _____

If accepted, what city(ies) would you prefer to depart from? _____

PLEASE NOTE: All applicants are subject to a background check. Additionally, if hired, all destination staff must provide a copy of a valid state-issued driver’s license, a copy of all certifications, and a passport photo for a staff badge. I the undersigned hereby acknowledge that I have read and understand the requirements, responsibilities, and policies with respect to a GradWeek destination staff position and acknowledge that I can and will perform the same and adhere to all company policies, rules, and regulations. I also hereby agree to allow International Student Tours, Inc., dba GradWeek, to perform a background check.

Signature: _____ Date: _____

Print Name: _____ SSN #: _____

Volunteer Work Experience: *(Please begin with your most recent experience)*

Organization:

Address:

Job Title:

Phone Number:

Supervisor's Name:

Organization:

Address:

Job Title:

Phone Number:

Supervisor's Name:

Organization:

Address:

Job Title:

Phone Number:

Supervisor's Name:

Have you ever been convicted of, or plead guilty to, a crime for which the record has not been expunged or sealed? If YES, please explain.

How did you hear about GradWeek (please circle all that apply)?

Personal Referral StudentCity.com Google Search Facebook Advertisement Craigslist

Email from GradWeek Traveled with GradWeek Other

If someone referred you please provide a name or if you selected other, please specify:

Have you ever staffed or been on one of our trips? If so, please list:

Have you ever worked for any other student travel company? If so, please describe:

Do you have any experience with youth travel programs or the travel industry? If so, please describe:

Do you have any special traits/abilities/characteristics that make you exceptionally qualified for the Staff position you are seeking?

For this position you will be required to board an airplane and fly to your destination, come in contact with stressful situations, possibly lift heavy objects, and endure exceptionally cold/hot weather, will you be able to do this?

This position might require you to work nights, weekends, and/or overtime? How do you feel about that?

How do you react under pressure? Give an example.

What motivates you?

Has there been a time when you went beyond your job role? How did you take up the challenge?

In which scenario do you work best in? Individually or as part of a team?

What is your reason for volunteering as GradWeek on-site destination staff?

Do you acknowledge that you are applying for a volunteer staff position and not a vacation?

_____ Yes or _____ No

***Optional - Please provide links to your Facebook and/or Instagram profiles:**

Additional Information:

First Aid Certified	Yes	No	Exp. Date:
CPR Certified	Yes	No	Exp. Date:
EMT/Paramedic Certification	Yes	No	Exp. Date:
Do you speak Spanish?	Yes	No	Proficiency Level:

For your application to be considered, email the completed application above and a copy of your resume to: hiring@istours.com – ATTN: Destination Staff

All applications along with resumes must be received no later than May 15th (year of travel, to be considered).

IMPORTANT INFORMATION – PLEASE READ

GradWeek On-Site Destination Staff Volunteers are required to follow the rules and guidelines set by International Student Tours, Inc., dba GradWeek, and the on-site management teams. It is strongly advised that you return your application on time because we can only allot so many staff per trip. Staffing positions are offered first to volunteers who have been ranked as “excellent” by our on-site team managers on previous trips. We determine our on-site needs and set up phone interviews accordingly with new staff applicants. We will do our best to fulfill your requests. Remember, if you are selected, you need to attend a mandatory staff seminar before you depart.

VOLUNTEER STAFFING INFORMATION AND BACKGROUND

GradWeek will hire over 250 on-site representatives to help run a variety of different student tours and events in different destinations. Our main emphasis is on our summer grad programs from May to July each year. Our on-site staff is responsible for making sure that our trips run smoothly. GradWeek prides itself on having an outgoing and professional team. You must be willing to put others first, take responsibility for the operation of the trip, and work together with our on-site management team to ensure that our travelers have the best vacation possible. It requires flexibility and often long hours, but it is also rewarding and fun. Working on-site is a privilege and you will have the opportunity to meet people from all over the world and gain a lot of hands on experience in the travel industry. You will be working with various transportation (charter airlines, buses, etc.), hotels, restaurants and/or clubs, and other establishments at the destination to provide an ideal atmosphere for our student events. There are hundreds of applicants for these staffing positions each year, so please take the time to fill out the application in detail and highlight anything about yourself that stands out. *Keep in mind that volunteering on-site is NOT a vacation. It is a responsibility.*

SKILLS & REQUIREMENTS

You must E-MAIL a digital semi-professional head-shot picture to hiring@istours.com for your staff badge. You can do this after you are confirmed.

- **You must be at least 21 years of age**
- You **must** have a valid passport for Mexico and the Bahamas
- You must attend the mandatory staff seminar in order to go on the trip
- You must like working with students between the ages of 17-19 years old (Very important!)
- You must travel to the specific departure city as selected by you and the Event Operations team
- As a member of our on-site team, you will be responsible for representing our company as an outgoing, flexible, and professional staff person to the following entities:

# 1 The Student	S – Safety Awareness
# 2 Buses/Airline Companies	T – Takes Care & Concern
# 3 Parents	A – Attitude That Is Positive
# 4 Hotel & Resort Staff	F – Fun & Friendly
# 5 Club & Restaurant Staff	F – Flexible In Any Situation

ROLES AND RESPONSIBILITIES

All volunteer staff will be in charge of staffing bus transfers and charter airlines, facilitating hotel check-ins, organizing and promoting student events, and providing customer service during the trips. On-site staff often has to work late into the night helping with hotels and walking the halls. Staff must also attend a daily meeting while working on-site. **If selected, you will hear more about staffing in detail at the mandatory pre-trip staffing seminars.**

NEED TO KNOW BEFORE YOU GO!

- Expect to be busy helping our travelers every day during the trip, day and/or night
- Hotel accommodations are included (2 - 3 staff members per room)
- **No drinking alcohol or smoking on duty at any GradWeek hotel, event, or in the presence of trip participants**
- Couples are discouraged due to rooming & scheduling conflicts
- Staff who break contract may be required to pay a deposit of \$150.00 to help cover trip costs