



Alaska Railroad Tour Guide Training Program

Anchorage 2012 Schedule



Class is held Monday through Thursday
from 3:00pm to 5:30pm
at the King Career Center
(2650 E. Northern Lights Blvd)
January 23rd - April 14th, 2012

Applications available on ASD Homepage
January 3rd-13th



Alaska Railroad Tour Guide Program.....H865600

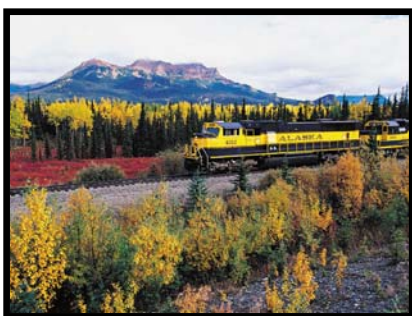
Grade level 11-12. One Semester

Prerequisite: None

Must be 16 years old and possess a 2.5 GPA cumulative
This specialized training includes customer service, cross-cultural communication, public speaking, Alaska geography, economy, history and visitor related interests.



Training provides students with excellent job skills and opportunities in the visitor industry with specific focus as a tour guide for the Alaska Railroad. Summer employment with the Alaska Railroad is available for those that successfully complete the course.



Students selected to be Tour Guides for the Alaska Railroad are expected to work full time during the summer, between the end and beginning of the school year. Any time off must be pre-arranged and authorized.
Please see application for more information.



Alaska Railroad Tour Guide Training Program



The Alaska Railroad Tour Guide Training Program was started in 1980 to offer Alaska's high school students a unique opportunity to gain important workplace skills and provide guests of the Alaska Railroad with first class customer service and narration of the railbelt's rich history. The Alaska Railroad is proud of our partnerships with local school districts and takes great pride in our Tour Guides. Many graduates of the Tour Guide Training Program are still working in the Travel and Tourism Industry; some even own their own businesses. We would like to invite to apply for this prestigious program, but first....

Please ask yourself the following questions:

- ❑ Are you a reliable young adult who is **currently** a Junior or Senior in high school with a good attendance record?
- ❑ Are you a young adult who wants to get a head start in the workplace?
- ❑ Are you interested in representing the State of Alaska, the Alaska Railroad, and your school district?
- ❑ Do you want to learn more about the Travel and Tourism Industry?
- ❑ Are you willing to speak about Alaska to visitors from throughout the U.S and from all around the world?
- ❑ Are you able to work well in a team environment and as well as work independently?
- ❑ Are you ready for the best summer job in Alaska?

If you answered yes to these questions, the Alaska Railroad Tour Guide Training Program wants to learn more about you!

Please complete this application and return it to the King Career Center's main office by

January 13th, 2012

ACKNOWLEDGMENT OF RESPONSIBILITIES

Students, parents/guardians, and school counselors please read the following carefully and sign below, acknowledging that you understand the responsibilities associated with enrolling in the Alaska Railroad Corporation Tour Guide Training Program.

I hereby ACKNOWLEDGE that:

1. The Training Program requires a significant time commitment from the students. I have reviewed the schedule for classroom training and field trips and understand that the students are expected to attend all such training and trips. In addition, students will be required to be flexible regarding training schedules, as they may change from time to time to accommodate special learning opportunities.
2. The Training Program is managed by the students' local school district and all applicable school district policies and rules (including drop policies) apply to the Training Program.
3. In order to complete the Training Program successfully, the student must attend all classroom training and field trips (unless the student's absence is authorized in advance) and satisfactorily complete all assignments and examinations.
4. If the student successfully completes the Training Program, he/she will receive one-half (1/2) Alaska Studies credit.
5. If the student successfully completes the Training Program, he/she will be offered an opportunity to interview for the position of Alaska Railroad Corporation Tour Guide. There is no guarantee that the student will be selected for the position, and the student's enrollment in the Training Program is not a promise that he/she will ultimately be offered the position of Tour Guide.
6. Students are required to wear the AKRR uniform in class and if selected for a Tour Guide position must comply with uniform standards as a condition of employment.

Dated: _____
Applicant

Dated: _____
Applicant's Parent/Guardian

Dated: _____
Applicant's High School Counselor

I have reviewed the schedule for classroom training and field trips and understand that my absence from either requires advance authorization. I would like to request authorization to be absent on the following dates:

Date: _____ Reason: _____

Date: _____ Reason: _____

Date: _____ Reason: _____

SAMPLE RESUME

Jim Johnson
1234 Northern Lights Blvd.
Anchorage, AK 99650
(907) 334-2235
JJohnson@hotmail.com

Objective

To be selected into the Alaska Railroad Tour Guide Program Class of 2010.

Education

2007 - present	Dimond High School (If out of state school, then use city and state, otherwise, no city)
2003 - present	Business Technology - King Career Center

Other Skills

Type 30 wpm	Filing
Good people person	Excellent Attendance
Punctual	Phone answering
Reliable transportation	
Alaska drivers license	

Honors and Awards, Volunteer Work & Organizations

Eagle Scout Name of Scoutmaster & phone number	October 2001
Church Youth Group Youth Leader Name of supervisor and phone number	August 1999-present
Honor Roll- 3.5 G.P.A.,	3 different semesters

Work Experience

September 02 - present	McDonalds on DeBarr Supervisor first and last name Phone # (don't forget this part) Job title Duties performed (list job skills)
September 00 - present	Babysitter Names and phone #'s on request

References (3) (Professional References, manager, owner, teacher, etc. not friend's name)

Name	Name
Relationship & Company Name (important)	Relationship & Company Name (important)
Street Address	Street Address
City, State zip	City, State zip
Phone #	Phone #
email (if known)	email (if known)

Name
Relationship & Company Name (important)
Street Address
City, State zip
Phone #
email (if known)

AKRR Training Calendar

January 2012-April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan.22	23 First Day of Class	24	25	26	27	28
29	30	31	Feb. 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 Parent Teacher Conference	17	18
19	20 President Day	21	22	23	24	25
26	27	28	29	Mar.1 AKRR Trip	2	3
4	5	6	7	8	9	10
11 Spring Break	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break	16 Spring Break	17 Spring Break
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 1	2	3	4	5	6	7
8	9	10	11	12 Final Exam	13 Trip: Anc-SWD	14 Trip: Anc-Tal