
DOWNTOWN AMBASSADOR APPLICATION

Thank you for your interest in serving as a Scottsdale Ambassador.

Before you begin:

- We are seeking individuals who are **enthusiastic about showcasing Scottsdale**
- Ambassadors serve as a **primary point of contact for visitors** new to Downtown Scottsdale
- Ambassadors are called upon to be **well informed** on a number of issues related to **getting around Downtown** as well as **places to visit** during their stay
- The success of the Ambassador program relies heavily on **your commitment – through your generous contribution of time and energy**

Staffing opportunities:

- The Ambassador program staffs an information cart at the location of Main & Brown Avenue, seven days a week (3 hr. a.m. and p.m. shifts) from November through April. Ideally, applicants will register to fill regular time slots on the monthly calendar to keep scheduling simple and predictable.
- When possible shifts are filled by two people (seasoned Ambassadors who prefer to work solo will be accommodated)
- Additional staffing opportunities are available for the Carriage Museum (Friday, Saturday, and Sunday) and for special events when needed.

Regular Updates:

You will receive regular bi-weekly updates (either electronically or by mail) to keep you informed on special events, new projects in the downtown and new resources.

Recognizing your efforts:

In addition to the thanks and gratitude you receive from visitors who appreciate your personalized response to their questions, the city holds an annual Thank You Luncheon.

Orientation:

In addition to the annual orientation event, a seasoned ambassador will accompany you on your first shift so that you can see first hand how to utilize materials at the information cart and field most of the questions you receive.

Contact information:

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail address: _____

Preferred staffing schedule:

WEEK OF MONTH	DAY(S) AVAILABLE	MORNING	AFTERNOON
1 st		<input type="checkbox"/>	<input type="checkbox"/>
2 nd		<input type="checkbox"/>	<input type="checkbox"/>
3 rd		<input type="checkbox"/>	<input type="checkbox"/>
4 th		<input type="checkbox"/>	<input type="checkbox"/>

Scheduling Assistance:

The city is seeking a captain and an assistant captain who can assist with scheduling when ambassadors cannot fill their regular shift due to vacations, illness, etc. Captain responsibilities are outlined on the attached page.

- Check here if you are interested in serving as a captain and/or assistant captain providing scheduling assistance, record keeping and stocking the cart.**

Getting You Outfitted

We provide you with a Scottsdale Ambassador polo shirts, sweatshirt, visor/hat and name badge to help identify you to visitors. You can pick up your attire at the Downtown Office located at 4248 N. Craftsman Court.

Name badge (how you would like your badge to read): _____

Visor: Yes No **Straw Hat:** Yes No **Shirt Style:** Women's Men's

Sweatshirt: s m l xl xxl xxxl **Polo:** s m l xl xxl xxxl

Please return application to the Downtown Office
by mailing to 4248 N. Craftsman Court, Scottsdale, AZ 85251 or by fax to (480) 312-3033