
Downtown Ambassador Application

What we are about

- 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 information carts located at both Main St & Brown Avenue and at 5th Avenue and Stetson, seven days a week, from October through May.
- We ask that you work a minimum of 30 hours throughout the year.
- Opportunities include:
 - Regularly scheduled 2- or 3-hour shifts at one of the two cart locations. Shifts are between 10am-6pm at the Old Town Cart; 11am-6pm at the 5th Avenue cart.
 - Stocking the carts & kiosks. The number of times is dependent on the number of volunteers assisting in this area. Schedules typically include stocking Tuesday – Thursday and/or Friday – Monday.
 - Hosting information tables at the Special ArtWalks and at the Spring Training games. Priority will be given to those who volunteer their time at the carts and kiosks.
 - Roving & Trolley riders. These volunteers will walk around Downtown Scottsdale providing information to the visitors while on the street and meeting the local merchants. Trolley riders will be on the trolleys assisting riders by pointing out points of interest and helping them move between destinations during special events and high season.

Training & Recognition

- All ambassadors will be outfitted with basic clothing and a name badge to help identify you to visitors.
- All Ambassadors will be subject to a background check through the City of Scottsdale.
- All new Ambassadors will be accompanied by a seasoned Ambassador on your first shifts so that you can learn first-hand how to utilize materials at the information cart and field most of the questions you receive.
- Each fall, an orientation & training session is held for you to meet the other Ambassadors and learn what is available in the downtown area and what establishments have changed or added. This session is mandatory and is designed to update and educate you so you can help enhance a tourist's downtown experience.
- Monthly learning opportunities will be held to hear from downtown merchants, receive updates and visit with other Ambassadors.
- Via email, you will receive weekly updates to keep you informed on special events, new projects in the downtown area and new resources.
- Each Spring, a Thank You event will be held to recognize all your efforts and all that you do to make the Downtown experience the best it can be for our visitors.

For More Information

Joy Racine

jracine@scottsdaleaz.gov

480-312-2342

Thank you for your interest in serving as a Scottsdale Ambassador

Downtown Ambassador Application

Contact Information

Name: _____

Mailing Address: _____

Email Address*: _____

Home Phone Number*: _____ Cell Phone Number: _____

Emergency Contact Name, Relationship and Phone Number: _____

*Email address and home phone numbers will be shared with all Ambassadors as your main contact.

Preferred Staffing Schedule **Schedules are created based on seniority with the program*

Schedule	Do you prefer ...?			
	Sunday	Monday	Tuesday	Wednesday
Preferred day(s) of the week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thursday	Friday	Saturday	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preferred timeframe(s)	10/11am-1pm	1pm - 3/4pm	4pm-6pm	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I prefer working:	Weekly	Every Other Week		
	<input type="checkbox"/>	<input type="checkbox"/>		
I am interested in assisting with the stocking of the carts & kiosks	Yes	No	If Yes: Tuesday - Thurs	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Friday - Monday	<input type="checkbox"/>
I am interested in Roving or being on the Trolley	Yes	No		
	<input type="checkbox"/>	<input type="checkbox"/>		

Getting Outfitted

As an Ambassador, you will be provided with a name badge and clothing to help identify you to visitors. These will be provided to you at your orientation in the Fall.

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

Shirt Style: Women's ___ Men's ___ Sweatshirt Size: _____ Polo Shirt Size: _____

Would you like a: Visor: Yes ___ No ___ Straw Hat: Yes ___ No ___

Please return completed application to: Community Design Studio, Attn: Joy Racine

7506 E. Indian School Rd, Scottsdale, AZ 85251