



Youth Ambassador Job Description Template

Title: 21st CCLC Program Youth Ambassador

Reports to: Site Coordinator/Coordinator, Youth Ambassador Initiative

Date: 07/20XX

Primary Purpose

Youth ambassadors are student champions of our program! These student leaders serve in a team of peers to support outreach and recruitment efforts, spread awareness about the program, and represent the program in their communities and schools. Youth ambassadors also participate in ongoing workshops, trainings, team building exercises, and opportunities to develop real-world skills and leadership competencies.

Requirements (Knowledge, Skills, Abilities and Experience)

- Have a minimum of one semester's participation in the program.
- Demonstrate commitment to program values and mission.
- Able to commit to an ambassador's term of service, which is [insert term length].
- Willing to learn and accept feedback.
- Has strong communication skills.
- Able to collaborate with diverse groups.
- Possess a positive attitude.

Major Responsibilities and Duties

- Commit to attend pre-service Ambassador training.
- Support the planning of four to six program recruitment and outreach events.
- Represent and speak for the program at community and schoolwide events.
- Help to design and create program outreach materials.
- Participate in regularly scheduled ambassador meetings.
- Act as a positive role model for peers, community members and new program participants.
- Help to facilitate new student orientations and interested student information sessions.
- Act as welcoming liaison for new or potential program participants.
- Collect program stories and promote program activities via program social media platforms.

How to Apply

Interested applicants should complete and submit the following to the Program Director:

- Youth Ambassador Application
- Two letters of recommendation
- Parental consent form

The above statements describe the general purpose and responsibilities assigned to the Youth Ambassador and may not include all required responsibilities, duties and skills.