NEIGHBORHOOD AMBASSADOR POSITION DESCRIPTION

The Off Campus Living Program, a part of the Office for Residential Life and Housing Services, has created the Neighborhood Ambassador Program in an effort to assist UR students with their transition to off campus living. This program will assign successful candidates to selected streets in the neighborhoods where UR students choose to live. Neighborhood Ambassadors will provide a point of contact for the student residents on their assigned streets, provide access to community resources and build community in order to ease the transition to off campus living. To do so requires much energy, self-discipline and control, the power to observe keenly and accurately, knowledge of campus resources, and strong communication and interpersonal skills. This program is intended to increase the satisfaction of students living in the neighborhoods adjacent to the University, provide a leadership opportunity for returning off campus students, and assist in building better relations with long-term residents. The Neighborhood Ambassador is a key member of the Residential Life Staff team.

Community Development Responsibilities

1. **Encouraging a positive neighborhood**: A leader in the off-campus residential community, the Neighborhood Ambassador promotes personal growth and neighbor interaction by creating a positive living and learning environment. The Ambassador’s effectiveness depends on his or her ability to establish an adult-to-adult relationship with both student and permanent residents. The Ambassador creates this relationship by getting to know each resident and by being available and visible. The Ambassador serves as a role model for productive relationships among residents and between residents and other members of The College community.

2. **Creating an inclusive and respectful environment**: Through actions and words, Ambassadors demonstrate a respect for all individuals and groups. They advance the dignity of all people, including those of different races, ethnicities, genders, religions, abilities, and sexual orientations.

3. **Programming**: Ambassadors are responsible for creating and running community programs that enrich off campus students’ experience of their community or engage neighbors to interact with off campus students. These programs will be approved by the Off Campus Living Coordinator.

4. **Service**: Service will be modeled by Ambassadors with a goal to engage off-campus students in being good neighbors. Examples of service projects are community clean ups, snow shoveling, volunteering individually or as a group, fundraisers for local charities. At least one service project will be completed per year.
5. **Advocate**: The Ambassador functions as an advocate for students living off campus. He or she is expected to be a positive leader in the off-campus community.

6. **Neighbor Introductions**: At the beginning of fall semester, Ambassadors will introduce themselves to neighbors via face-to-face introductions. Throughout the year Ambassadors will return to invite neighbors, both students and residents, to NA events and to distribute information as needed.

**Support and Referral Responsibilities**

1. **Resource**: In order to address students’ off-campus housing issues, the Ambassador should actively listen, seek appropriate consultation and make necessary referrals. The Ambassador must be aware of resources both on and off-campus. The Ambassador will also receive training on mediation and will be a resource for roommates, tenants, neighbors, and landlords in need of mediation services.

2. **Behavioral Problems**: The Ambassador assists students in developing an understanding of expectations and behavioral standards appropriate to community living. An Ambassador may help educate individuals whose behavior is unacceptable and, where appropriate, refer cases to the Off Campus Living Coordinator.

**Training and Administrative Responsibilities**

1. **Meetings and Communication**: Ambassadors work with other Ambassadors and the Off-Campus Living Coordinator to form a staff team. Ambassadors attend one-on-one and staff meetings, appropriate off-campus meetings (such as Neighborhood Associations, Landlord Council and/or Off Campus Committee), maintain open and frequent communication with the Off-Campus Living Coordinator, and transmit and interpret information from the Office for Off Campus Living to students and permanent residents.

2. **Staff Development**: Ambassadors participate in mandatory fall and spring training programs, and maintain liaison relationships with University departments and programs.

3. **Policy**: Ambassadors are responsible for knowing and supporting University policies.

4. **Additional Duties**: Ambassadors perform other job-related responsibilities as requested by the Off Campus Living Coordinator or other Residential Life staff.