



**Neighborhood House**  
**Junior Ambassador/Executive Youth Board**

**Overview**

In an effort to help prepare area youth to become future leaders and responsible, caring citizens, Neighborhood House offers local students the opportunity to sit on our Junior Ambassador/Executive Youth Board. This board is responsible for setting the agenda and leading the Neighborhood House Youth Committee. Neighborhood House is looking for outstanding high school students in the greater Rochester community who are willing to serve a one- year term in this youth leadership capacity within the Neighborhood House organization.

The following schools may have one representative on the Executive Youth Board:

- Rochester High School
- Adams High School
- Stoney Creek High School
- Avondale High School
- At-Large

One Junior Ambassador will be appointed from the Executive Youth Board to serve as the Board's chairperson. Together this organization will collaborate with the Neighborhood House Executive Director, Board of Directors and other staff in an effort to gain experience in areas of leadership, civic responsibility, community service, public speaking, fundraising, marketing, and fund development.

**Responsibilities – The Junior Ambassador will be expected to:**

- Promote Neighborhood House to youth-oriented audiences
- Share the mission of Neighborhood House through media and personal appearances
- Participate in Neighborhood House promotional events and activities
- Work with Neighborhood House board and staff to design and implement a service project/fundraiser to support Neighborhood House – including recruiting volunteers and completing the project
- Actively participate in fundraising opportunities that benefit Neighborhood House
- Network with community and peer groups regarding Neighborhood House
- Attend scheduled trainings and meetings as needed

**Responsibilities – Members of the Executive Youth Board will be expected to:**

- Maintain communication about the Neighborhood House Youth Programs with all service clubs at area schools
- Recruit students from local area high schools for the Youth Committee
- Conduct regular Youth Committee meetings with recruited membership
- Assist the Junior Ambassador in conducting the business of his/her office when needed
- Meet quarterly with the Junior Ambassador and Neighborhood House executive director to share ideas and engage in planning

**Benefits:**

- Gain effective communication skills and experience
- Increase marketability for college preparation and future employment opportunities
- Pursue professional employment opportunities that require leadership skills and experience    Obtain the skill development necessary to work in a leadership role
- Have the opportunity to apply for a college scholarship

**Eligibility:**



- Be enrolled in an accredited high school
- Be a legal resident of the U.S. who resides within the service area of Neighborhood House
- Have no criminal history
- Use no illegal drugs or alcohol
- Not be a relative of an employee or board member of Neighborhood House

**Code of Conduct:**

The Junior Ambassador and students on the Executive Youth Board are representatives of Neighborhood House and will be expected to:

- Work cooperatively with the Executive Director, Board of Directors, office staff, volunteers, and supporters in a courteous, professional, and respectful manner
- Attend and participate in Neighborhood House community events
- Communicate enthusiasm and interest in Neighborhood House
- Exhibit strong communication skills with both youth and adults
- Accept and follow through with responsibilities and meet deadlines
- Dress appropriately for any function associated with the Junior Ambassador Program or Neighborhood House
- Act in a responsible manner. Use of tobacco, alcohol, and non-prescription drugs is illegal and prohibited
- Maintain passing grades in all school subjects

Failure to meet this code of conduct may be grounds for dismissal and/or forfeiture of scholarship funds.

**Junior Ambassador Application Process:**

1. Complete and submit the following by Monday, June 8, 2020:
  - Application form
  - Resume
  - Two Letters of recommendation (from sources other than family)
  - Personal essay stating the candidate's vision for the position, what the candidate will bring to Neighborhood House and how Neighborhood House would benefit from the candidate's service. The candidate may include information about him/herself and family as needed and appropriate.
2. The application and supporting materials will be reviewed by the Selection Committee who will select candidates to appear for an interview which will be held in June (Interviews may be held via phone or video call).
3. One Junior Ambassador will be chosen from the pool of Executive Youth Board candidates to serve as the chairperson for the Executive Youth Board. The Board may consist of one youth representative from each of the following schools:
  - Adams High School
  - Rochester High School
  - Stoney Creek High School
  - Avondale High School
  - At-large

The selected candidates will be notified by June 29, 2020 and will serve a one-year term beginning July 1, 2020 through June 1, 2021. The deadline for all application materials is June 8, 2020. All materials must be e-mailed, mailed or delivered to:

Neighborhood House  
1720 S. Livernois  
Rochester Hills, MI 48307 [director@ranh.org](mailto:director@ranh.org)

**Neighborhood House**



**Junior Ambassador Executive Youth Board 2020-2021 Application Form**

**Candidate Information:**

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

High School \_\_\_\_\_ 2020/2021 Grade Level \_\_\_\_\_

**Parent/Guardian Information:**

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Address (if different from applicant) \_\_\_\_\_

Why do you want to be on the Junior Ambassador Executive Youth Board?

Are you currently a member of the Neighborhood House Youth Board or Committee? \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Requirement Checklist**

***Please send the completed application and supporting materials to Neighborhood House, Attn: Kathy Losinski, 1720 S. Livernois, Rochester Hills, MI 48307 by June 8th, 2020 or email them to [director@ranh.org](mailto:director@ranh.org).***

- Signed and completed application form Resume
- Two letters of recommendation from sources other than family
- Personal essay stating candidate's vision for the position, what the candidate will bring to Neighborhood House and how Neighborhood House will benefit from the candidate's service. The candidate may include information about him/herself and family as needed and appropriate.

**Neighborhood House**

**Junior Ambassador/Executive Youth Board 2020 - 2021 Letter of Recommendation**



Name of Applicant (Please print) \_\_\_\_\_

How do you know this applicant?

How long have you known this applicant? \_\_\_\_

How has this applicant distinguished himself/herself? \_\_\_\_\_

(Use additional pages as needed.)

To what degree do you recommend this applicant for Neighborhood House Youth Programs? (circle one)

Highly      Good degree of confidence      Fair degree of confidence      With some doubt

Personal Rating of Applicant:

	Excellent	Good	Average	Poor
Motivation	_____	___	_____	_____
Responsibility	_____	___	_____	_____
Personality	_____	___	_____	_____
Leadership	_____	___	_____	_____
Citizenship	_____	___	_____	_____

Supporting Comments (required)\_\_

(Use additional pages as needed.)

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Please return this recommendation to: Neighborhood House 1720 S. Livernois, Rochester Hills, MI 48307 by June 8th, 2020 or [director@ranh.org](mailto:director@ranh.org)