



Ambassador Responsibilities  
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**Patsy Crouser**  
760-537-1711  
crouseria@icloud.com

**OLLI Office**  
760-537-8270  
760-537-8121

760-272-0847 IT Support

Welcome, OLLI ambassadors!

Thank you for volunteering as a classroom ambassador. Your willingness to offer a warm and welcoming environment for our new and returning members is an important part of their experience with the Osher Lifelong Learning Institute. Your time and effort is greatly appreciated!

**Ambassador #1--Prior to the start of class: (stationed outside the classroom entrance)**

- **Please arrive 30 minutes before class.**
- Pick up your name tag from the box on the bottom shelf of the rolling file in the OLLI office (RG109).
- Take the roster out of the course folder in the rolling file and use it to take attendance.
- Station yourself outside of the entrance to your assigned classroom. There will often be a small desk or table outside the door. If not, feel free to move one. If you need assistance, please ask OLLI staff.
- Introduce yourself to the instructor. Remind the instructor that class should end 10 minutes to the hour and allow for a break or make sure students know they can break if necessary.
- Greet members warmly as they arrive and ask their names so you can check them off the list (they don't need to sign, just check off their name). If they indicate they are registered but are not on the list, print the full name and phone number on the bottom of the roster for staff to follow up.
- Guests should complete the separate guest registration form in the folder.
- At the class starting time, take the roster and go into the classroom. If you can sit near the door to catch any latecomers as they come in or at the break, that's appreciated.

**Ambassador #1—After class:**

- Put the attendance roster back in the folder in the rolling file in the OLLI office.
- Please note that staff watch attendance for trends, and follow up with guest attendance.

**Ambassador #1—Last week of class:**

- Remind students that they will receive a course evaluation via email. Encourage them to complete it.

**Ambassador #2: (stationed in the RG lobby or other central area)**

- For the first two weeks, meet students in the lobby of the Rogers Gateway Building and direct them to the classroom. Unless you are needed as a substitute for Ambassador #1, your assignment is complete after week 2.
- Be prepared to complete the tasks of Ambassador #1, if he/she is absent.

**IMPORTANT NOTES:**

- If you will be absent, please contact your ambassador partner so he/she is prepared to cover your shift. If you cannot reach your partner, please call Patsy Crouser. Phone numbers are listed on the ambassador list.
- If the room temperature is uncomfortable, please contact staff so it can be adjusted prior to the start of class.
- If there is a problem with the technology, call staff or IT support.