

## **CPCU's High School Ambassador Job Description**

<b>Title</b>	Student Ambassador
<b>Status</b>	Part-time,
<b>Reports to</b>	School Liaison and E.R. Branch Supervisor
<b>Pay Scale</b>	Hourly Rate

### **Minimum Requirements**

- Current high school student with passing grades in all classes
- Must be at least 16 years old and project a professional image
- Ability to meet confidentiality standards
- Recommendation from at least one high school faculty member
- Available to work scheduled hours including lunch, before or after school and evening events as needed

### **Skills Requirements**

- Complete scheduled in branch training on the AOSE philosophy, the products and services offered by the credit union and the benefits of membership
- Demonstrate a broad understanding of the process of a financial transaction
- Actively seek and secure opportunities to present information about the benefits of credit union membership and sound personal money management to students and community groups
- Accept direction from immediate supervisor
- Work in harmony with Student Tellers, Ambassadors, CPCU Staff, ERHS Faculty
- Ability to initiate and build relationships with members and potential members
- Develop announcements, posters, bulletin boards, and contest ideas
- Promote CPCU in a positive, professional manner

### **Job Location**

This job is located in the Eaton Rapids High School and may include shifts scheduled in the branch office 1515 S Main Street, Eaton Rapids. It may include shifts at community locations or other CPCU offices in which case adequate notice will be given to arrange for transportation and parental notification.

