



INTERESTED IN BECOMING A SUPERIOR COURT AMBASSADOR?

Court Tour Ambassador Program

The Orange County Superior Court serves 3.2 million residents in the third most populated county in the State of California. As the 6th largest court in the nation the Orange County Superior Court hosts hundreds of visitors every year. The ambassador program is designed to help these visitors gain a greater understanding and appreciation of the work of the Court, its history, and the art, and architecture of the building.

Ambassador Responsibilities Include:

Court Tours — Lead court tours on the functions, history, art, and architecture of the Court; lead tours for VIP guests, foreign visitors, and other groups; greet and lead large groups through the building.

DUTIES

Ambassadors Serve Visitors to the Court By:

- Presenting accurate information on the functions and history of the court and the art and architecture of the building.
- Communicating directly with visitors of all ages, backgrounds, and levels of ability.
- Fulfilling the minimum required commitment of two unpaid **3-hour shifts per year**. Attending training sessions as required.
- Maintaining an attitude of flexibility, professionalism and respect in all relationships with visitors, staff, and peers.

BENEFITS

Ambassadors Receive a Variety of Benefits for Volunteering:

- Meet new people and make new friends.
- Share your appreciation for the judicial branch of government.
- Gain or improve public speaking and customer service skills.

- Contribute to the visitor experience of hundreds of students.
- Learn about the nations judicial branch.

QUALIFICATIONS

A minimum of two unpaid, **3-hour shifts (M-F) a year**. All candidates must pass a security clearance check. The Superior Court is open from 8:00 a.m. to 4:30 p.m., Monday through Friday and closed on weekends and federal holidays.

Additional Responsibilities Include:

- Interest in serving the public.
- Ability to learn accurate, detailed information and present it effectively to diverse audiences.
- Courtesy, respect, and patience with visitors.
- Ability to walk and stand for long periods of time. Ability to walk upstairs.
- Comfortable speaking to groups of any size and of all ages and backgrounds.
- Good oral communication skills; clear and strong speaking voice.
- Professional manner and neat appearance.
- Knowledge of ASL or foreign languages is helpful, but not mandatory.

TRAINING

Training sessions for new ambassadors are scheduled every 1-2 years at the discretion of the Community Outreach Office. Individuals accepted into the program must undergo **1 hour of mandatory training**. Sessions will provide instruction on the judicial functions of the Superior Court and the art, architecture, and history of Court Buildings. Additionally, new volunteers will receive training on the skills and responsibilities of Ambassadors, including presentation techniques, tips for working with visitors, and program policies.

During the first three months of service, new Ambassadors will work closely with experienced volunteers and will continue to receive on the job training as needed.

INTERESTED?

Just complete the **Ambassador Program Online Application** [HERE](#)

Applications will be reviewed, and top candidates will be contacted.



QUESTIONS? Write us at: CommunityOutreach@occourts.org