Volunteer Position Summary

Volunteers in this role will help to welcome alumni to the CPD Alumni Symposium. They will greet alumni at the registration table as the alumni line up to collect their name badge and package, and will hand out a gift to each alumna / alumnus as they register. This is a great opportunity for alumni to interact with a current medical student, as well as for student volunteers to meet returning alumni.

Major Duties & Responsibilities

- Greet alumni to ensure their Homecoming experience begins on a positive note.
- Answer general questions about Homecoming events to ensure alumni are informed and feel comfortable with their weekend itinerary.
- Be open to and answer questions about the life of a student today.
- Be prepared to answer accessibility-related questions, and to assist to the best of your ability. *(Volunteers will be provided with accessibility FAQs at orientation.)*

Skills Required

- **Medical students preferred**
- Outgoing, friendly personality
- Enthusiastic attitude
- Works well in teams
- Ability to focus and answer questions in a fast-paced environment
- Familiarity with various campus locations
- Strong interpersonal skills
- Strong written and oral communications skills
- Strong familiarity with the Homecoming program and the weekend’s many events
- Familiarity with the latest news and developments in your faculty/school to share with alumni – they will want to hear about the current Queen’s experience!
- Respectful, patient demeanor
- Adaptability

Skills Acquired

- Networking experience

Expectations

- Volunteers are expected to sign in by the time registration opens at 8 am on Saturday morning (October 15) at the School of Medicine Building main entrance (15 Arch St.)
- Dress code: Business casual
- **NOTE:** Sometimes, external factors (e.g. weather, number of attendees, event logistics, etc.) may necessitate changes to an event or to a volunteer’s on-site duties. Please be prepared to expect the unexpected and to be flexible if necessary!
Time Commitment

Volunteers are expected to arrive on time for their scheduled shift. Shifts are **approximately one hour** in length, but volunteers are welcome to stay for the whole CPD program if they wish! *(A reminder with your actual shift time(s) is included in your registration confirmation email).*

Additionally, all volunteers are **required** to attend a **one-hour orientation session** prior to Homecoming weekend.

Staff Partnership

Katie Evans – Program Assistant, Continuing Professional Development  
**Phone:** 613-533-6000 x 78542 | **Email:** kre1@queensu.ca

Benefits

- Complimentary meal and refreshments at this event  
- Opportunity to expand your Queen’s network  
- Volunteer jacket bar & travel thermos  
- Reference letters available upon request  
- Guest speakers are often renowned, which may be of particular interest to medical students who volunteer