Volunteer Position Summary

Volunteers in this role will be responsible for welcoming guests to the Homecoming football game, circulating in the stands and acting as the first point of contact for Alumni Relations-related questions or issues that may arise. Additionally, Alumni Relations Zone Captains will play an important role in managing student volunteers and logistics for alumni recognition during half-time.

During halftime approximately 300 - 400 alumni, mainly the 50th class (1967) and 2 – 5 representatives in other classes will participate in the Tricolour Guard Halftime Parade on the field. This event recognizes alumni in significant milestone years (50+) and alumni volunteers in other milestone years. Each participant in the parade will require a field pass to access the field.

The Homecoming Football Game is an ideal time for alumni, students, and Kingston community members to interact in a relaxed and fun environment; Alumni Relations Zone Captains will help to ensure a seamless and enjoyable experience for alumni and their guests.

Major Duties & Responsibilities

- **Circulate in the stands, and act as the first point of contact for any Alumni Relations-related trouble-shooting or questions that may arise.** Eg: Why is there no assigned seating for classes this year? Why the change to the halftime program? Why did the price of Homecoming tickets go up? *(Volunteers will be provided with stadium FAQs and suggested messaging at orientation.)*

- In preparation for the Tricolour Guard Halftime parade, **manage and provide some on-site training for student volunteers in designated zones.** Depending on the zone, possible half-time duties for student and staff volunteers include:
  - Ushering honoured alumni within select classes (50th class and pre-identified volunteer representatives from other milestone classes/decades) out of their seats and to the half-time rally point (beneath the stands at the South-East end of the stadium). From the rallying point, alumni will be led by the bands along the South end of the stadium and diagonally across the field.
  - Carrying decade flags and/or lining the South end of the stadium to encourage alumni to line-up and proceed in an orderly fashion.
  - Organizing/carrying decade flags.
  - Assisting alumni with lining up behind the appropriate decade flag.
  - Walking alongside the procession, encouraging alumni to keep moving in a continuous and timely manner. A limited time is available for halftime activities and any delay may impact gameplay.
  - Assisting with clearing access/egress points by encouraging groups to give way to those exiting the field.
  - Ushering alumni back to their seats in a timely manner after half-time. *(Only 20 minutes is allocated for half-time in accordance with Ontario University Athletics policy.)*
Major Duties & Responsibilities (cont)
- Welcome arriving alumni and guests to ensure their experience begins on a positive note.
- Answer questions about event logistics, layout, or accessibility concerns to ensure a positive and comfortable experience. *(Volunteers will be provided with accessibility-related FAQs at orientation.)*
- Assist with collecting student volunteer vests and decade flags after half-time.

Skills Required
- **Leader**
- **Strong knowledge of Alumni Relations and Homecoming programming**
- Adaptability
- Strong interpersonal skills
- Outgoing, friendly personality
- Ability to focus and to answer questions in a fast-paced environment
- Works well in teams
- Enthusiastic attitude
- Respectful, patient demeanor
- Comfortable interacting with elderly people

Skills Acquired
- Event administration experience
- Leadership experience
- Volunteer management experience

Expectations
- Volunteers are asked to pick up their red volunteer vest at the central Volunteer Lounge (Kingston Hall Reflection Room) anytime in the morning before their shift. Volunteers are welcome to use the alumni bus service out to the stadium. *(The bus schedule will be available at the Volunteer Lounge.)*
- Upon arrival at Richardson Stadium, volunteers are asked to enter through the alumni gates to check-in with their designated staff partner. **Volunteer identification (red vest/volunteer name badge) is required for entry to the stadium.**
- Volunteers are encouraged to bring a water bottle, sunscreen, hat and/or rain gear as needed.
- **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**

Shifts are approximately **4.5 hours** in length, depending on game play. *(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 at Richardson Stadium** prior to Homecoming weekend.

**Staff Partnership**

Carey Morrison – Alumni Officer, Reunions  
**Cell:** 613-331-5343 | **Email:** carey.morrison@queensu.ca

Maryanne Wainman – Homecoming Volunteer Coordinator  
**Cell:** 613-217-1771 | **Email:** maryanne.wainman@queensu.ca

**Benefits**

- Complimentary football game admission
- Complimentary meal at the game
- Opportunity to be a part of a Queen’s tradition
- Volunteer travel thermos