Volunteer Position Summary

Volunteers in this role will be responsible for welcoming guests to Richardson Stadium and helping with logistics for alumni recognition during half-time. The Homecoming Football Game is an ideal time for alumni, students, and Kingston community members to interact in a relaxed and fun environment.

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.

Major Duties & Responsibilities

- **Depending on your assigned “zone” (TBA at orientation)** volunteers will be asked to help with the following elements of alumni recognition during half-time:
  - Ushering select alumni (50th class and pre-identified reps from other milestone classes/decades) out of the stands 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.
  - Assisting staff with clearing access/egress points by encouraging groups to give way to those exiting the field.
  - Assisting staff with 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.)

- 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.)*
- **NOTE:** Staff partners will be on-site to assist with trouble-shooting or questions that may arise.

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**Skills Required**

- Adaptability
- Strong interpersonal skills
- Outgoing, friendly personality
- Ability to answer questions in a fast-paced environment
- Works well in teams
- Enthusiastic attitude
- Comfortable interacting with elderly people
- Respectful, patient demeanor

**Skills Acquired**

- Event administration experience
- Networking 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 **four hours** in length. Volunteers are welcome to stay for the full football game, but are free to leave after half-time if they choose. *(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.
**STUDENT VOLUNTEER POSITION DESCRIPTION**
Homecoming Football Game Ambassador

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**Staff Partnership**

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

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

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**Benefits**

- Complimentary football game admission  
- Complimentary meal at the game  
- Opportunity to expand your Queen’s network  
- Opportunity to be a part of a Queen’s tradition  
- Volunteer jacket bar & travel thermos  
- Reference letters available upon request

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