Volunteer Position Summary

Volunteers in this role will be stationed at the Homecoming Info Table in Grant Hall, and will be responsible for welcoming alumni upon arrival. The Homecoming Meet & Greet is a great opportunity for alumni to check-in, let us and their classmates know they’ve arrived, and mix and mingle with other returning alumni and students. This opportunity may be the first event that many alumni will attend, and therefore should set a positive, inclusive, and welcoming tone for the weekend.

Major Duties & Responsibilities

- Stationed at the Homecoming Info Table inside the front doors of Grant Hall, greet arriving alumni warmly to ensure their experience begins on a positive note.
- Direct alumni to the appropriate check-in location based on their graduating year, to ensure an efficient and smooth process.
- Thank alumni for attending and invite them to fill in a name button (non-Tricolour Guard) and pick up a program booklet. (Name buttons, program booklets and other “goodies” will be available at the Info Table.)
- Answer general questions about Homecoming events to ensure alumni are informed and feel comfortable with their weekend itinerary.
- Be prepared to answer accessibility-related questions, and connect alumni with Accessibility Champion volunteers as required. (Volunteers will be provided with accessibility FAQs at orientation.)
- Replenish name buttons, program booklets, and other supplies as required on the Homecoming Info Table.

Skills Required

- Outgoing, friendly personality
- Enthusiastic attitude
- Works well in teams
- Ability to focus and to answer questions in a fast-paced environment
- Familiarity with various campus locations
- 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!
- Familiarity with the latest news, particularly student programs, at Queen’s University
- Strong interpersonal skills
- Comfortable interacting with elderly people
- Respectful, patient demeanor
- Adaptability

Skills Acquired

- Networking experience
Expectations

 Volunteers are expected to sign in at the Volunteer Lounge (Kingston Hall Reflection Room) where they will be provided with a red vest and any last-minute instructions; please be sure you arrive on time!

 Dress code: Red volunteer vest, comfortable, casual, Queen’s colours encouraged!

 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 your scheduled shift. Shifts are ~2 – 3.5 hours in length. (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

Jess Koehn – Administrative Assistant, Reunions  
Cell: 613-985-0519 | Email: jk111@queensu.ca

Julie Heagle – Volunteer Relations & Reunions  
Email: julie.heagle@queensu.ca

Benefits

- Opportunity to expand your Queen's network
- Opportunity to be a part of a Queen's tradition
- Complimentary refreshments at this event
- Volunteer jacket bar & travel thermos
- Reference letters available upon request