Volunteer Position Summary

Volunteers in this role will be responsible for greeting and interacting with alumni, leading alumni groups to the School of Nursing Simulation Labs, assisting with lab demonstrations, and assisting with event set-up and break-down during the School of Nursing Homecoming Open House and Brunch.

This event will be an opportunity for School of Nursing alumni to connect with each other, with current students, and with faculty.

Major Duties & Responsibilities

- Assist with event set-up and break-down.
- Greet alumni as they arrive at the Cataraqui Building to ensure they feel welcome and their experience begins on a positive note.
- Direct alumni to the reception area, and encourage them to tour the Simulation Labs.
- Once the majority of guests have arrived, mix and mingle with alumni and faculty as appropriate. Alumni will want to hear what’s new at Queen’s and what the current Queen’s Nursing student experience is like!
- Be prepared to answer accessibility-related questions, and to assist to the best of your ability. (Volunteers will be provided with accessibility-related FAQs at training.)
- Assist the Nursing Lab Manager with lab demonstrations.

Skills Required

- Open to current Nursing students only
- Outgoing, friendly personality
- Enthusiastic attitude
- 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!
- Strong interpersonal skills
- Respectful, patient demeanor
- Adaptability

Skills Acquired

- Networking experience
Expectations

- Volunteers are expected to sign in at the main lobby of the Cataraqui Building where they will be provided with any last-minute instructions; please be sure you arrive on time!
- Dress code: Queen’s Nursing jacket, 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 their scheduled shift. Shifts are **3 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

Allison Mackey - Administration Manager, School of Nursing

**Cell:** 613-572-6449 | **Email:** nursing@queensu.ca

Benefits

- Opportunity to expand your Queen’s network
- Complimentary refreshments at this event
- Volunteer jacket bar & travel thermos
- Reference letters available upon request