Volunteer Position Summary

Spirit Corner Ambassador roles will be sustained by the Queen’s Student Alumni Association (QSAA) Volunteer Team. Volunteers in this role will be responsible for engaging students and alumni in Spirit Corner festivities: face painting, creating tricolour signs, and taking photos with a “tricolour mascot”: Superfan. This event will offer volunteers an opportunity to be leaders of student-alumni relationship building.

Major Duties & Responsibilities

- Reporting directly to the QSAA President, assist in the set-up and take-down of the event.
- Assist the QSAA Executive Leadership Team with execution of student-specific and alumni-specific engagement strategies.
- Welcome students and alumni as they arrive, and help direct them to Spirit Corner activities.
- Have basic knowledge of Homecoming 2017 programming to answer questions as appropriate. Direct unanswered questions to QSAA Executive.
- Mix and mingle with guests as appropriate. Alumni will want to hear what’s new at Queen’s and what the current Queen’s student experience is like!
- Assist VP Marketing and Communications to promote Spirit Corner event during Homecoming Weekend.

Skills Required

- Outgoing, friendly personality
- Creativity and enthusiastic attitude
- Works well in teams
- Ability to focus and to answer questions in a fast-paced environment
- Leader
- Strong interpersonal skills
- Comfortable interacting with elderly people
- Respectful, patient demeanor
- Strong initiative and solutions-driven approach
- 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
- Ability to understand and align student perspectives with QSAA, QUAA, and Queen’s University priorities
- Adaptability

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STUDENT VOLUNTEER POSITION DESCRIPTION
QSAA Spirit Corner Ambassador

Skills Acquired

- Team-building and group-oriented leadership experience
- Networking experience
- Event administration 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!
- Spirit Corner Ambassadors will report directly to the QSAA President and work in partnership with the QSAA Leadership Team.
- 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 asked to arrive on time for their scheduled shift. In total, volunteers are asked to volunteer for **approximately 3 hours in the morning on Saturday, October 14.** (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-Staff Partnership

Max Garcia – QSAA President
Cell: 613-876-2943 | Email: qsaa.president@queensu.ca

Benefits

- Working with a volunteer team of engaged student leaders
- 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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