Volunteer Position Summary

Volunteers in this role will be responsible for attending a variety of Homecoming events and capturing the Homecoming experience through photos. This may include formal presentations or impromptu moments, student-alumni interactions, sports action, and/or group shots. Previous photography experience and a personal SLR camera are required for this role.

Event photos are an important and powerful way to document and tell the Homecoming story, to both current and future generations of alumni. Photos may be used in future marketing and communications pieces, in the Alumni Review, news stories, and/or on social media.

Major Duties & Responsibilities

- Attend designated events and formal presentations, in addition to capturing spontaneous moments through photos, to help us tell the Homecoming story visually. (Volunteers will be provided with a schedule of requested photo ops at orientation.)
- Approach alumni for photos and be open to requests for specific photos as mementoes of the Homecoming experience.
- Answer questions about photos and what they will be used for.
- Volunteers will be asked to deliver photos on a USB key to the Volunteer Coordinator in Summerhill (55 Stuart Street) as soon as possible after Homecoming to allow for possible use on social media.
- **NOTE:** Volunteers who feel they have captured a very special moment are asked to please send directly to Mike Onesi at onesim@queensu.ca during Homecoming weekend for consideration for immediate posting.
- Please respect individuals’ wishes if they indicate that they do not wish to have their photo taken.

Skills Required

- Previous photography experience and personal SLR camera required
- For evening shifts, nighttime photography experience is required
- Outgoing, friendly personality
- Technologically proficient
- Familiarity with various campus locations
- Comfortable interacting with elderly people
- Respectful, patient demeanor
- Adaptability

Skills Acquired

- Networking experience
- Event photography experience
STUDENT VOLUNTEER POSITION DESCRIPTION

Student Photographer

Expectations

- If possible, volunteers are expected to sign in at the Volunteer Lounge (Kingston Hall Reflection Room) before their shift. **Volunteer Lounge hours are: Friday: 11 am - 6:30 pm and Saturday: 7:30 am - 1 pm. If your shift falls outside of the Lounge hours, please go directly to your first assigned event location at the beginning of your shift.**
- **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 **one to four 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 Contact

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

Benefits

- Opportunity to be a part of a Queen’s tradition
- Photo credit if photos are selected for editorial context
- Material for résumé or portfolio
- Volunteer jacket bar & travel thermos
- Reference letters available upon request