Volunteer Position Summary

Volunteers in this role will be responsible for checking-in Homecoming volunteers for their shifts and managing the Volunteer Lounge in Kingston Hall Reflection Room. The Volunteer Lounge is the central campus location for volunteers to check-in, connect with other volunteers, drop off their belongings, ask questions, pick up their volunteer vests (and any other role-related materials), and grab a snack between shifts. The Volunteer Lounge will be the first point of contact for volunteers, and therefore must set a positive, inclusive, and welcoming tone throughout the weekend.

Major Duties & Responsibilities

- Check-in arriving volunteers and sign in/out resources (volunteer vests, etc.).
- Answer volunteer questions - refer to Volunteer Lounge Binder.
- Monitor the material in the room for security (vests, food, supplies, etc.).
- **NOTE**: Volunteers in this role may encounter lulls in activity, so should come prepared for possible downtime.

Skills Required

- Outgoing, friendly personality
- Enthusiastic attitude
- Detail-oriented
- Ability to focus and to answer questions in a fast-paced environment
- Strong familiarity with the Homecoming program and the weekend’s many events
- Familiarity with the various Homecoming Volunteer Roles (*Volunteers will be provided with an overview of all roles prior to their shift*)
- Familiarity with various campus locations
- Leader
- Strong interpersonal skills
- Respectful, patient demeanor
- Adaptability

Skills Acquired

- Event administration experience
- Volunteer coordination experience

queensu.ca/alumni/homecoming
reunions@queensu.ca
**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 their scheduled shift. Shifts vary from 3 - 4 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**

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  
- Complimentary refreshments  
- Volunteer travel thermos