



STAFF VOLUNTEER POSITION DESCRIPTION

Welcome Home! Alumni Meet and Greet – 175th Table Host

Volunteer Position Summary

Volunteers in this role will be stationed at the “QUAA 175th Initiatives Information Table” and will be responsible for providing information and answering questions about the QUAA’s 175th Best Birthday Wishes project, Global Oil Thigh initiative, and 175th celebrations in general.

The *Welcome Home! Alumni Meet & Greet* in Grant Hall 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

- ✚ Provide information and answer questions about the Queen’s University Alumni Association’s 175th initiatives (ie: Best Birthday Wishes, Global Oil Thigh, and other 175th events) to generate excitement and encourage participation.
- ✚ Encourage alumni and guests to take selfies at the 175th birthday wishes “photo booth”, and to post their birthday wish online using using #queensu and #queensu175 on twitter to [@queensualumni](#) or on Instagram [@queensu alumni](#).
- ✚ Assist as needed with taking photos. (*The intent is for alumni to take selfies using their own cameras, but larger groups may appreciate help with taking photos.*)
- ✚ **Saturday only:** Encourage alumni and guests to visit the QSAA Spirit Corner and Pep Rally to get into the Tricolour Spirit. They may wish to get their faces painted at the Spirit Corner / Pep Rally before taking 175th birthday wish selfies!
- ✚ Answer general questions about Homecoming events to ensure alumni are informed and feel comfortable with their weekend itinerary.

Skills Required

- ✚ **Knowledge of QUAA 175th initiatives** (*Info cards will be on-site to assist with information sharing*)
- ✚ Basic comfort-level with using a camera or a smartphone to take pictures. (*As noted above, the intent is for alumni to take 175th birthday wish “selfies”, but some may request help with taking their photo.*)
- ✚ Strong interpersonal skills, and outgoing, friendly personality
- ✚ Ability to focus and to answer questions in a fast-paced environment
- ✚ Familiarity with various campus locations, and the latest news at Queen’s University
- ✚ Strong familiarity with the Homecoming program and the weekend’s many events
- ✚ Comfortable interacting with elderly people
- ✚ Respectful, patient demeanor
- ✚ Adaptability



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Skills Acquired

- ✚ Customer service experience

Expectations

- ✚ Volunteers are expected to sign in at the Volunteer Lounge (Kingston Hall Red 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 are between **2 – 2 hours and 45 minutes** 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 – Alumni Officer, Volunteer Relations

Cell: 613-217-1771 | Email: maryanne.wainman@queensu.ca

Benefits

- ✚ Complimentary refreshments at this event
- ✚ Opportunity to be a part of a Queen's tradition
- ✚ Volunteer travel thermos