Volunteer Position Summary

The *ReUnion Street Festival* is a diverse celebration of Queen’s pride and tricolour spirit! It is an opportunity for Queen’s students, alumni, and friends to commemorate their Queen’s experiences through artistic and musical entertainment, celebratory food and drink, and interactive programming.

Volunteering with the *ReUnion Street Festival* provides the opportunity to help facilitate an entertaining, exciting, and smooth-functioning event, while encouraging student-alumni engagement. The Guest Services Volunteers will host and greet Queen’s students, alumni, and friends at the information booth, answer questions, facilitate interactive activity stations, and provide details about the Festival. The volunteers will also check tickets and greet patrons at entrances to the licenced area.

Major Duties & Responsibilities

- Provide directions and details at the Festival’s information booth.
- Facilitate games and activities at the central information hub between students and alumni.
- Interact with guests at entrances to licenced area.
- Assist security by coordinating re-entry wristbands to provide a safe and inclusive environment.
- 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 orientation.)*
- Work closely with the ReUnion Street Volunteer and Outreach Chair.

Skills Required

- Strong interpersonal skills
- Strong written and oral communication skills
- Desire to interact with alumni
- Familiarity with various campus locations
- Adaptability
- Outgoing, friendly personality
- Enthusiastic attitude
- Works well in teams
- Detail oriented
- Ability to answer questions in a fast paced environment
- Leader
- Respectful, patient demeanor
- Resourceful
Skills Acquired

- Networking experience
- Relationship-building and teamwork experience
- Event administration experience
- Customer service experience

Expectations

- Volunteers are expected to report to their stations ten (10) minutes before their shift is scheduled to begin.
- Dress code: 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 be on time for check-in to their scheduled shift. Shift preference will be taken into consideration when assigning shifts, but volunteers are expected to work the shift they are assigned. Shifts are **2 hours** in length, and will be scheduled **between Saturday, October 20th at 8:00pm and Sunday, October 21st at 2:00am**. *(A reminder with your actual shift time(s) is included in your registration confirmation email).*

All volunteers are **required** to attend an orientation session prior to Homecoming weekend and follow-up session as necessary.

Student-Staff Partnership

Wendy Jing – ReUnion Street Festival Volunteer and Outreach Chair, Alma Mater Society
Bronte McMaster – ReUnion Street Festival Manager, Alma Mater Society

For questions prior to the event:
Phone: 613-533-6000 ext. 77559 | Email: reunion.volunteer@ams.queensu.ca

Benefits

- Opportunity to expand your Queen's network
- Opportunity to be a part of a Queen's tradition
- Volunteer jacket bar & tricolour socks
- Reference letters available upon request