Volunteer Position Summary

The Tricolour Guard Dinner is a signature, semi-formal Homecoming event, where we celebrate and pay tribute to our Tricolour Guard (TCG), a term we use to honour those alumni marking a milestone of 50 years or greater. This is an ideal opportunity for students to meaningfully engage with alumni in a more formal setting. As a valued partner with Alumni Relations, volunteering at this event is an honour bestowed on Queen’s Student Alumni Association Ambassadors.

Volunteers in this role will be responsible for greeting guests, mingling with guests at the reception, escorting guests from the reception in Grant Hall to dinner in Ban Righ, hosting tables at dinner, leading the Oil Thigh, and thanking guests for attending upon departure.

Major Duties & Responsibilities

*Note: Specific duties and timing will be assigned during orientation.*

- Greet alumni upon arrival and assist with registration to ensure their evening begins on a positive note.
- Assist alumni with their coats, and help them to find their table on the seating assignment chart.
- Mix and mingle with guests at the pre-dinner reception, to ensure they feel a sense of belonging and appreciation.
- Assist with leading the Oil Thigh at the end of the reception.
- Assist with ushering guests from the reception in Grant Hall to dinner in Ban Righ Dining Hall (this could include door holding, assisting guests with mobility issues etc).
- Host a table at dinner, actively engaging alumni in conversation. Alumni will want to hear about the current student experience!
- Show Queen’s pride by caring, sharing, and supporting tablemates as needs arise.
- 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.)*
- Thank guests for attending upon departure and assist with coats, holding doors etc.

Skills Required

- Comfortable interacting with elderly people
- Outgoing, friendly personality
- Enthusiastic attitude
- Works well in teams
- 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 focus and to answer questions in a fast-paced environment

queensu.ca/alumni/homecoming
reunions@queensu.ca
STUDENT VOLUNTEER POSITION DESCRIPTION
Tricolour Guard Dinner Ambassador

Leader
Strong interpersonal skills
Respectful, patient demeanor
Adaptability

Skills Acquired

Leadership experience
Networking experience

Expectations

 Volunteers are expected to sign in at the TCG Registration desk before their shift, where they will be provided with any last-minute instructions.
Dress code: Semi-formal (e.g. Dress pants/blouse; cocktail dress; dress pants and shirt, with or without jacket)
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 sign in at the TCG Registration desk before their shift; please ensure you are on time. Shifts are 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 Partnership

Carey Morrison – Alumni Officer, Reunions
Cell: 613-331-5343 | Email: carey.morrison@queensu.ca

Benefits

Complimentary meal at this event
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

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