

## VOLUNTEER COORDINATOR

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### Role

Manage the deployment of the Convocation Volunteer Team on the day of the ceremonies and ensure there is full coverage of all volunteer roles by reassignment of volunteers as needed. The Ceremonies Office will provide schedules and names of all volunteers.

### Location

- Hangar (Studio 1), Gymnasium – location for Volunteer Check-In Area

### Responsibilities

- Before Convocation
  - Attend Leadership Team planning meeting if needed.
  - Attend volunteer training on June 1.
  - Attend rehearsal on June 3.
- During Convocation
  - **60 minutes before** the start of the 1<sup>st</sup> ceremony head over to the Hangar (Studio 1), where the lanyards, gowns and stoles will be stored.
  - Setup your station with nametags, check in list, snacks, gowns, etc.
  - Check in all volunteers and distribute nametags (lanyards) and black gowns and stoles as appropriate.
  - REMIND ushers to check in with HEAD Usher at the start of shift.
  - Keep track of who showed up and who didn't and communicate this with the Head Usher.
  - Direct volunteers to their volunteer locations as appropriate.
  - Central point of communication for the Convocation Volunteer Team.
  - Once all volunteers are checked in, you can close up and head to Gym as a "floater" in between. Check with Head Usher.
- After Convocation
  - Return lanyards, gowns and stoles to Erin in the Sunroom Friday after last ceremony.
  - Provide names of volunteers who attended to the Ceremonies Office for recognition event.
  - Attend recognition event.
  - Prepare comments and recommendations in a debriefing report and submit to the Ceremonies Office.

**Time Commitment:** 2.5 hours per shift