



UBC OKANAGAN CONVOCATION VOLUNTEER POSITION DESCRIPTIONS

Volunteer Opportunities:

- **Ushers**: Hand out programs and direct guests to their seats, assist guests with accessible seating, and provide guest support as needed.
- **Student Marshals**: Lead the student processions from the Administration Building to the Gymnasium and back after the ceremony has concluded.
- **Student Procession Assistant**: Help ensure students make it to all required checkpoint locations to get gowned, pinned and in procession order
- **Gown and Hood Pinners**: Assisting the graduates with pinning their hoods to their gown.
- **Alumni Tent**: Various positions available such as cupcake specialist, photobooth assistant, greeters and floaters. All positions welcome the new graduates and their families to the UBC family, assist graduates with downloading the *alumni UBC* app.
- **Framing Assistant**: Assist bookstore representative with framing of graduate degrees

Usher

Role:

Ushers are the campus ambassadors who greet and assist our guests of the graduates when they arrive in the gym. These critical positions can take many roles before, during, and after each ceremony. Volunteers will be assigned to cover a selection of specific duties during their shift.

Location:

Gymnasium

Responsibilities:

Before Convocation:

- Attend volunteer training on Zoom June 5 (information to follow via email)
- Attend rehearsal on June 7 in the Gym

During Convocation:

- Check in with the Volunteer Coordinator in Team Room #4 45 minutes prior to the ceremony and pick up gown, lanyard and stole.
- The Volunteer Coordinator or Head Usher will assign your duties for the ceremony which may include:
 - o Greeting guests as they enter the gym
 - o Distributing program cards
 - o Answering questions and providing information to guests
 - o Assisting guests with finding seating
 - o Assisting guests in the Accessible seating area
 - o Assisting guests in the VIP seating area
 - o Assisting when the processions enter the gym
 - Keeping aisles clear of guests walking through
 - Ensuring procession walks down correct aisles
 - o Assisting marshals during the ceremony when graduates are crossing the stage
 - Ensure graduates walk down correct aisles
 - o Ensuring guests for later ceremonies don't enter the gym until the previous ceremony has cleared
 - o Performing safety support duties if required (training is provided)
 - o Maintaining aisles during ceremonies
 - May include asking guests to return to their seats or to remain seated
 - o Return gown, lanyard and stole to Volunteer Coordinator at the end of your shift, approximately 15 minutes after the conclusion of the ceremony.
 - o Please stay for the entire duration of your shift to ensure full coverage of all Usher duties

After Convocation:

- Give comments and recommendations to Head Usher

Time Commitment:

2.5 hours per shift

Student Marshal

Role:

Help the Head Marshal organize and lead the Student Procession into the gym during the ceremony and back to the courtyard afterwards.

Locations:

Gymnasium, Team Room #4 – check in with Volunteer Coordinator first, then Head Marshal

ADM Sunshine Cafeteria (Sunroom) – to line up processions

Gymnasium – during the ceremonies

Responsibilities:

Before Convocation:

- Attend volunteer training on Zoom June 5 (information to follow via email)
- Attend rehearsal on June 7

During Convocation:

- Check in with the Volunteer Coordinator in Team Room #4 **45 minutes prior** to ceremony and pick-up gown, lanyard and stole
- Supervise Student Procession
- Ensure student participants are in line in correct order
- Help lead Student Procession into the gym
- Help manage flow of students onto the stage from their seats on the floor during the ceremony
- Help lead Student Procession back to the courtyard
- Return gown, lanyard and stole to the Volunteer Coordinator

After Convocation:

- Give comments and recommendations to Head Marshal

Time Commitment:

2.5 hours per shift

Student Procession Assistant

Role:

This person will be stationed at the regalia pick-up and hooding area in the Commons. This role will help the Student Marshals by ensuring that students go to the Sunshine Cafeteria, once their hoods are pinned, to be organized into their processions. This role will also help direct families to the gym while the student is picking up their gown.

Locations:

Gymnasium, Team Room #4 – check in with Volunteer Coordinator and then Head Marshal

Commons Upper Fitz Hall/Sawchuk Family Theatre and Administration building – moving students from one stop to the next

Gymnasium during the ceremonies

Responsibilities:

Before Convocation:

- Attend volunteer training on Zoom June 5 (information to follow via email)
- Attend rehearsal on June 7

During Convocation:

- Check in with the Volunteer Coordinator in Team Room #4, **45 minutes prior** to ceremony and pick-up gown, lanyard and stole
- You will be ensuring students make it to all three stops and will be stationed at one of the following locations:
 - o Stop 1: Outside Upper Fitz Hall, where students collect their regalia, directing them to Stop 2
 - o Stop 2: Near the Sawchuk Family Theatre (COM 104), where students will be getting their hoods pinned to their gowns, directing them to Stop 3
 - o Stop 3: Administration building, directing students to continue into the Sunshine Cafeteria to get lined up in their processions
- You will also assist the Marshals leading the Student Procession into the gym
- You may be required to assist students that arrive late and connect them to one of the student marshals
- Return gown, lanyard and stole to Volunteer Coordinator after your shift

After Convocation:

- Give comments and recommendations to Head Marshal

Time Commitment:

2.5 hours per shift

Gown and Hood Pinner

Role:

Assist graduates with pinning their hoods to their gowns

Location:

[Sawchuk Family Theatre](#) (COM 104)

Responsibilities:

Before Convocation:

- Attend volunteer training on Zoom June 5 (information to follow via email)

During Convocation:

- Check in with *alumni UBC* Volunteer Coordinator in the Alumni volunteer room at designated check-in time (provided prior to Convocation via email)
- Hood placement and pinning instructions will be provided prior to start of volunteer shift
 - o [Click here to see a video of pinning UBC Okanagan regalia](#)
- Meet in the Sawchuk Family Theatre at your scheduled time
- Graduates will put the gowns on themselves and then come to you for the hood to be placed and pinned
- Ensure the hood is properly placed (colours facing upwards on cowl), pin hood to lay flat along seam of the gown with pins as hidden as possible
- During the pinning process, chat with graduates and remind them to stop by the alumni tent after the ceremony to get some treats and learn more about their new alumni support team!
- Once a graduate's hood is pinned, direct graduates to the Sunshine Cafeteria in the Administration building for next steps
- Once your shift is complete, you are welcome to return to the *alumni UBC* volunteer room for refreshments

Time Commitment:

1.75 hours per shift

Alumni Tent

Role:

Various roles available including Cupcake Specialist, Photobooth Assistant, Greeter and Floater! All positions welcome new graduates to the alumni community!

Location:

Alumni welcome tent in the main courtyard

alumni UBC volunteer room (provided prior to Convocation via email)

Responsibilities:

Before Convocation:

- Attend volunteer training on Zoom June 5 (optional) (information to follow via email)

During Convocation:

- Check-in with *alumni UBC* Volunteer Coordinator in the Alumni Volunteer room at designated check in time (provided prior to Convocation via email)
- When graduates arrive at tent, share congratulations and warm welcome with them and invite them in for refreshments, to sign up for alumni app, and learn more about their new alumni support team!
- Once your shift is complete, you are welcome to return to the *alumni UBC* volunteer room for refreshments

Time Commitment:

2 hours per shift

Framing Assistant

Role:

Assist bookstore representatives with framing of degrees

Location:

Alumni welcome tent in the main courtyard

Responsibilities:

Before Convocation:

- Attend volunteer training meeting on Zoom June 5 (information to follow via zoom)

During Convocation:

- Check in with *alumni UBC* Volunteer Coordinator in the Alumni Volunteer room at designated check-in time (provided prior to Convocation via email)
- Framing instructions will be provided by bookstore representative prior to start of volunteer shift
- When graduates arrive at tent or in foyer with purchased frames, share congratulations and warm welcome while framing degrees
- After framing is completed, invite graduates to enjoy a refreshment and learn more about their new alumni support team!
- Once your shift is complete, you are welcome to return to the *alumni UBC* volunteer room for refreshments

Time Commitment:

2 hours per shift