



Robert H. Lee Alumni Centre Greeter

Time Commitment: 2.5 hours

Graduation Overview:

Graduation is one of, if not *the* most significant academic milestone for students, their families and UBC. Together, we will be recognizing the achievements of nearly 10,000 graduating students over 28 congregation ceremonies this spring. An important part of this rite of passage are the *alumni UBC* hosted Alumni Welcome Receptions at the Robert H. Lee Alumni Centre for all guests to gather in celebration. These receptions serve two purposes:

- Provide a gathering place for graduates, families, friends, faculty and staff in what could be graduates' final experience on campus for years to come.
- Serve as our first touch point with the new alumni – welcoming them to the family of more than 400,000 who came before them and providing the next step in the foundation of UBC's lifelong relationship with them.

Volunteers are essential in providing a celebratory and meaningful graduation experience for graduates, faculty, and guests. Thank you for your support in helping to deliver a memorable experience!

Role and Responsibilities:

There are two Alumni Centre Greeters required per shift – one volunteer at the North door and one volunteer at the South door. Volunteer shifts are 2.5 hours in length (with the exception of the last evening shift), covering the reception after each ceremony:

10:00AM – 12:30PM; 12:30PM – 3:00PM; 3:00PM – 5:30PM

As an Alumni Centre Greeter, your responsibilities include:

- Warmly and enthusiastically greeting and congratulating new alumni and guests as they enter the Alumni Centre
- Sharing information about activities taking place in the Alumni Centre:
 - Encouraging graduates to download the *alumni UBC* app to automatically be entered in the graduation contest (assistance for graduates is available at Welcome Centre Desk)
 - New alumni can redeem the ticket in their Alumni Handbook (given to them onstage) for complimentary glass of sparkling wine or apple juice at the bar
 - Enjoy special photo opportunities with family and friends available around the Welcome Centre
 - Find themselves on the interactive Alumni Wall
 - Visit partner and faculty-specific tables located throughout the Welcome Centre (if applicable; some receptions only)
 - All guests are welcome to enjoy the complimentary popcorn and tea/coffee or purchase from the cash bar
- Tracking incoming guest numbers at the door with a clicker to ensure the reception remains within safety codes.
- Kindly reminding guests to stay within the liquor-permitted area.
- Answering general questions, providing directions, information, etc.



Robert H. Lee Alumni Centre Check-in:

Report to the Flex Room on the third floor of the Alumni Centre 15 minutes prior to your shift time to receive information specific to your reception. Please bring your UBC nametag if you have one. Otherwise one will be provided for you and can be picked up from the Flex room. You may leave personal belongings in the room for the duration of your shift but please note it is not locked and *alumni UBC* cannot be responsible for lost or stolen items.

Proceed to either the North or South door of the Welcome Centre. The colleague volunteering during the preceding reception thanks you for your prompt arrival.

At the end of your shift:

Please return to the Flex Room on the third floor of the Alumni Centre to check out, report your numbers and ensure a smooth volunteer transition to the next shift.

Thank you for your time and support!