



## Graduation Popcorn Specialist

**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 3,000 graduating students over 10 congregation ceremonies this fall. 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 almost 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 three Popcorn Specialists required per shift. 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 a Popcorn Specialist, your responsibilities include:

- Fill small containers with pre-popped popcorn and have them ready for peak times.
- At the beginning of your shift, ensuring an adequate supply of popcorn is ready for guests to be able to grab and go quickly.
- Maintaining a clean and well-organized station, including re-stocking supplies as required (with staff support).
- If time, assisting with maintaining a clean Welcome Centre (disposing packaging, empty containers, and stray popcorn from tables).
- Warmly and enthusiastically greeting and congratulating new alumni and guests.
- Answering questions about activities taking place in the Alumni Centre when asked. For reference:
  - Encouraging graduates to download the *alumni UBC* app to automatically be entered in the graduation contest for a chance to win \$1,000 courtesy of Manulife Bank (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)
  - All guests are welcome to enjoy the complimentary tea/coffee or purchase from the cash bar



**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 the popcorn station in 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 and ensure a smooth volunteer transition to the next shift.

Thank you for your time and support!