

GRAD CHECK-IN SUPERVISOR

The Role

- Organize the name cards before each ceremony.
- Provide leadership and training to the Grad Check-in team on-site.
- Assist graduands in retrieving their name card.
- Create name cards and solve problems on-site accordingly.
- Ensure the Grad Check-In Assistants have arrived for each shift. If a team member has not arrived, inform the Volunteer Manager to find coverage.
 - Check-In Team lead will meet you before each ceremony to discuss the expectations & your role in the name card room.

The Commitment:

- Commit to attending the assigned shift(s) selected at the time of registration.
- Attend a mandatory 30-minute virtual orientation session focused on emergency procedures and key event information.
- Participate in any required role-specific training as directed. Additional details will be provided closer to the event date.

The Experience

- Great opportunity to enhance your skillset and support a special community event.
- One branded t-shirt will be provided at your first shift, you will be expected to bring the shirt for any following shifts.
- Expand your professional and social networks. Connect with new graduates, staff, faculty, leadership, and other volunteers across campus.
- Experience the celebration and excitement that comes with the graduation of our students.
- Receive a written letter of appreciation that you can use for your annual performance appraisal.

Note: this role will remain standing for long periods.

For more information please email:
ambassadors.convocation@uwaterloo.ca.