



# NAME CARD SUPERVISOR



## **The Role**

- Organize the name cards before each ceremony.
- Provide leadership to the Name Card team on-site.
- Assist grads in retrieving their name card and proper order in the procession.
- Create name cards and problem solve on-site accordingly.
- Ensure the Name Card Assistants has arrived for each shift. If a team member has not arrived, inform the Volunteer Manager to find coverage.

## **The Commitment:**

- Review an orientation video (provided in advance of training).
- Attend a mandatory one-hour training session (over lunch).
- Commit to a minimum of two shifts (ceremonies) throughout the week-long event.
- Note: there are 14 ceremonies taking place June 13th – June 17th.

## **Shift times:**

- 08:00 a.m. - 11:00 a.m.
- 12:30 p.m. - 03:30 p.m.
- 05:00 p.m. - 06:45 p.m.

## **The Experience**

- Great opportunity to enhance your skillset and support a special community event.
- 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.
- Branded t-shirt will be provided.

For more information please email: [volunteer.convocation@uwaterloo.ca](mailto:volunteer.convocation@uwaterloo.ca).

