



NAME CARD SUPERVISOR

The Role

- Organize the name cards before each ceremony.
- Provide leadership to the Name Card team on-site.
- Assist graduands 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.
- Commit to a minimum of two shifts (ceremonies).
- Note: there are 4 ceremonies taking place October 20th – October 21st.

Shift times:

- 08:00 a.m. - 11:00 a.m.
- 12:30 p.m. - 03:15 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.

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