

Homecoming 2009 Volunteer Job Descriptions

Event Set-Up

- Assist the Alumni Association staff with general set up for the event
- Set up registration tables, food ticket tables and display material
- Hang banners and other event signage
- Please note that the position requires help with physical tasks – carrying boxes, moving tables, etc.
- Assist with other set-up duties as needed

I.D. Checkers

- Check photo I.D.s for everyone entering the hospitality tent
- Provide wristbands to attendees age 21 and older
- Remind attendees that beer must be consumed inside of the hospitality tent area
- Shifts will be staffed by adult volunteers only
- Assist with other duties as needed

Registration Table/T-Shirts

- Collect alumni contact information using staff-provided update forms
- Distribute Homecoming 2009 t-shirts to alumni and students
- Collect Alumni Association and STAT membership dues
- Collect business cards for door prize giveaways
- Collect monetary donations for the Alumni Association

Perimeter Security

- Maintain perimeter of the hospitality tent to prevent beer from being passed to underage students
- Alert on-campus police officers if any attendees are being over-served
- Assist with other duties as needed

Food Tickets

- Sell food tickets for the hospitality tent
- Collect additional monetary donations for the Alumni Association

Reunion Row Liaison

- Serve as main contact person for Reunion Row tent participants
- Answer general questions and provide assistance as needed

Event Photographer

- Assist the Alumni Association staff in taking event photos for the website and other promotional use
- Prefer volunteer to bring his or her own camera to the events and submit photos to the Association following the event
- Saturday volunteers will rotate to three events – Reunion Row, Club Volleyball game and Club Baseball game

Club Sports Greeters

- Serve as main contact for club sports event attendees
- Collect contact information for all participants
- Distribute Homecoming t-shirts

All volunteers receive a Homecoming 2009 t-shirt and food ticket.