



## Wayfinding Ambassador

---

**Time Commitment: 1.25 hours (60 mins before ceremony + 15 mins after ceremony start)**

### **Role and Responsibilities:**

Wayfinding Ambassadors will be stationed around the Chan Centre to greet graduands, their families, and guests as they arrive and direct them to the various graduation locations on campus. Wayfinding Ambassadors may also be called upon to assist with latecomers.

Wayfinding Ambassadors may be stationed in one of these spots:

- Volunteer Check-In Booth outside of Royal Bank Cinema Entrance at Chan Centre
- In and around Student Marshaling Tent
- Crosswalk in between the Student Marshaling Tent and Crosswalk
- inside/outside Chan Centre
- Flag Pole Plaza

### **Chan Centre Check-In**

All volunteers report to the Volunteer Desk located at the Royal Bank Cinema Entrance at the Chan Centre at the start of your shift to receive updates. Once you have checked-in, please report to your stations.

### **Duties**

- Assist by providing directions to graduands, their families, and guest.
- Answer any general questions regarding graduation and the ceremony.
- Direct graduands to the Student Marshaling Tent, robing area and advise them to stay in the mustering area.
- Graduands should be discouraged from leaving the Student Marshaling Tent 45 minutes prior to the start of the ceremony. Marshals will begin the process of lining students up and giving important instructions around this time.
- If the procession is lined up or leaving the building, quickly escort any late graduands directly to a Ceremonies and Events staff member who will decide whether the graduand can participate in the procession or will be taken on a different route to the Chan Centre.

At the end of your shift, please check out at the Volunteer Desk. Thank you!