Commencement 2016 Staffing Job Descriptions

- Event Staff T-shirts and volunteer badges will be provided to all volunteers
- A volunteer check-in/assistance station will be located at Yolo Hall
- Additional assignments may be added – please check back!

Campus Greeter/Info
“How may I help you?” Campus greeters will be stationed throughout campus and should be able to answer guest questions, provide directions to various venues and assist as needed. Maps, schedules, contact info will be provided. Check in at Yolo Hall first to get your specific location and to pick up materials.

Shuttle Info
Work one of the Shuttle Bus pick up stations. Answer questions as to Shuttle availability (runs every 5-10 minutes, seats 29) and advises people where to que up. Advises people to walk if they can, and points people on their way if they want to walk. Has maps of campus to assist with this. Answers general questions about other items: cap and gown return, food at the stadium, which colleges are graduating, maps inside the stadium. etc. At the end of the shift return A frame and flags to desired locations.

Volunteer Check-in Manager; Faculty/Staff Light Refreshments Host (Yolo Hall)
Assist volunteers by distributing materials, answering questions, triaging problems.

Ticket Station Help Managers
As separate training is required for this position and UPE will contact you. Staff will work with UPE Box Office students in assisting guests with ticket issues at the various venues.

Volunteer Scanner Personnel/MPP Gate Assistance
MPP Staff will be paired with UPE students at the entrance gates and the students will be scanning tickets. In the case of questions/issues the MPP staffer will make the final call.

Gates 7, 8, 10: These gates are for emergency exit only. The people staffing these gates will need to direct ticket-holding guests to other gates for admittance, and in the case of an emergency, assist with evacuation. Gates will remain closed during the ceremony and should be opened at conclusion of the ceremony to allow guests to exit. Check in at Yolo Hall to receive your specific gate assignments.

Gate 11: This gate is for vendor use only. The person staffing this gate will need to direct ticket-holding guests to other gates for admittance, ensure only pre-approved vendors are allowed inside the stadium, and in the case of an emergency, assist with evacuation. Gates should be
opened at conclusion of the ceremony to allow guests to exit.

**Pedestrian Walkway** - These volunteers will monitor the track in front of the bleachers on each side and keep the pedestrian path open and safe.

**Crowd Control** – These volunteers are spread throughout the stadium, potentially answering questions, but also keeping aisles clear and monitoring general safety.