



STUDENTS' UNION

ROLE DESCRIPTION

Role Title:	Welcome Week Front of House Volunteer
Responsible To:	Activities Development Coordinator (ADC) or Event Coordinator (EC)
Event/s:	Welcome Week Events
Location/s:	University of Aberdeen (UoA) Campus & Surrounding Areas
Date:	14/09/2024 – 22/09/2024

Role Purpose:

To support the Students' Union (SU) in the delivery of Welcome Week events for new and existing students at the University of Aberdeen.

Core Duties and Responsibilities:

- To actively engage new and returning students in a friendly manner
- To assist the SU in running and managing tasks at the Freshers Fayre and other events
- To help collect feedback from students to improve future Welcome Week events
- To answer general enquiries and signpost students around campus
- To promote the SU events throughout Welcome Week

Skills & Qualities you will gain from this Role:

- First-hand experience working front of house at events
- Development of interpersonal and transferable skills e.g. empathy and dependability
- Experience of working in a team effectively
- Better understanding of UoA campus and surrounding areas
- Greater knowledge of SU and their services

Additional Information:

Welcome Week Training: In September, all volunteers are expected to attend Welcome Week training. This session will be delivered on the UoA campus by SU faculty to ensure individuals are best prepared on what to expect and what is expected of them throughout Welcome Week events.

Responsible to others: In the absence of the ADC and the EC at a Welcome Week Event, you will report to the Event Lead (a different Students' Union staff member).

Volunteers' Celebration: In October, all volunteers will be invited to attend an afternoon/evening, celebrating their contributions to a successful Welcome Week in September.