

Graduation Stall Coordinator

Various Locations



Basic information



- Location:** Various graduation locations
- Hours per week:** Approx. 10 on the one day
- DBS required?** No
- Requirements:** Live within 50 miles of venue or less than £70 travel expenses

Tasks



Tasks expected during the day

- Representing the Association during OU Graduation ceremonies
- Leading a small team selling OU branded merch
- Processing payments and paperwork and monitoring sales
- Answering queries, packing and supplying products to customers
- Setting up and closing down the graduation stall including end of day reconciliation

Training



Online Training

- Group training session
- Essential reading
- Test to be completed after reading
- All to be completed before volunteering

Benefits



Benefits to you and your community

- Developing transferable team leadership skills
- Learning about OU Graduations
- Travelling to support students in your community
- Providing Goods and Services
- Showcasing the work of OUSET