**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 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 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