

# TRANSITION 101 – Job Description

## Administrative and Guest Relations

#olderbrotheroldersister #makethemfeelwelcome

**Vision for Transition101:** High school graduates are invited to connect with God's mission, God's community and God's plan for their life on campus through networking with prospective and current students at their intended campus.

**Scope:** Reporting to the AGR Director, the Administrative and Guest Relations (AGR) staff will ensure guests are properly checked in and welcomed, and to ensure other administrative and logistical duties are fulfilled. This role will commence in May 2019 and end in June 2019.

### **Working for His Kingdom:**

Transition 101 is a representation of 4 different fellowships: Power to Change, Ambassadors for Christ, Navigators and Inter-Varsity Christian Fellowship (along with the Canadian Baptists of Ontario and Quebec). In God's Kingdom we don't compete with each other for fame or favour but work alongside each other offering our collective strengths and passions for the sake of the gospel. Just as any city needs multiple churches so our universities can have multiple Christian groups in order to reach every corner of the campus. This event will model this type of unity by working together to welcome and serve the first year students.

### **Strategic Outcomes:**

- First years are properly registered so they can have future communication with campus groups.
- First years will be directed to appropriate locations to ensure a logistically smooth event.

### **Gifts & Abilities:**

- Hospitality – making strangers feel like friends
- Able to speak clearly and concisely
- High level of customer service
- Intermediate level in computer applications
- Enthusiasm
- Adaptability

### **Responsibilities:**

- efficiently check in guests at the beginning of the event
- provide any administrative or logistical duties as assigned
- direct guests to applicable locations

### **Date, Time & Location:**

- Date: Saturday, June 1, 2019

- Time: Arrival by 7:30 am for setup. Clean up expected to be complete by 5:00 pm.
- Location: Wycliffe College

**Preparation and Deadline Dates:**

- April 28, 2019: Online applications ([transition101.ca/volunteer](http://transition101.ca/volunteer)) are due.
- May 1: Confirmation of volunteer assignment. (Pray for an added measure of respect and love for the other fellowships on your campus.)
- May 8: Details about the schedule for the day as well as resources for leading will be offered. Spend time familiarizing yourself with the schedule. Further, consider how in 3 minutes you would share about the impact belonging to your fellowship has had on you.
- Starting on May 8: Spend time praying for the high school graduates who will be coming. Further, consider how you will get to Wycliffe College for Saturday morning at 7:30 am.
- June 1 (DAY OF EVENT): There will be registration and orientation to your role and your team mates at 7:30 am.

**Thank you so much for stepping in to welcome these  
new students into a Christian community on your  
campus**