

## **LSC Volunteer Job Descriptions**

*The following information is to provide comprehensive job descriptions for volunteer positions the Lethbridge Skating Club requires to host events such as competitions, Carnival, Frozen Fest and others. We want to make the volunteering experience fun, stress free and as smooth as possible by providing you a glimpse of what each position entails before the signing up. Without our great volunteer's, events such as these would not be possible – we encourage all members to get involved and help build a fun skating community for our LSC skaters and surround clubs that attend our events.*

*All shifts will be made approx. 4 hours, depending on the event & schedule. See below for volunteer descriptions and skill set required for each position. We appreciate all volunteers being reliable, willing to learn, and having a positive attitude!*

*The following positions are typically required to run an Event. Job duties may vary slightly depending on the event:*

### **Announcers**

- The announcer works closely with the officials on timing of announcing each skater, special needs for the event, etc.
- Announcers coordinate with ice captains to clarify pronunciation of names, address any music issues, and identify any missing skaters to communicate to the officials
- A script is provided with how to announce the events.
- You are rink side the entire shift – warm clothing recommended
- Must be 16 years or older

### **Awards/ Awards Announcer**

- Awards Announcer - will receive the results from runner or official, organize the

medals/ribbons accordingly, and announce the winners over the microphone in the awards area once all the participants have gathered.

- Awards Helpers - Assist the Award Announcer in handing out awards and gathering skaters. Fun job for younger volunteers (over 10 years of age) to assist the Awards Announcer.

### **Runner/Messenger**

- Collect Judge's sheets from Referee after each event and take them to Data Specialist room.
- Post results in the designated area.
- Runs a copy of each result sheet to the awards location and to registration.
- If needed, run music from registration desk to music players at ice level.
- Great job for younger volunteers (over 10 years of age).

### **Ice Captain**

- Competition Ice Captains are considered either a "rink" captain or a "chase" captain.
- The rink Captain remains rink side always to check skaters in, communicate with the referee, music player, or announcer to assist with music issues, pronunciations, or any unforeseen problems and to organize skaters for entry onto the ice at proper times.
- The chase Captain assists in finding skaters in the change rooms or lobby that have not yet checked in and checking with registration to determine if skater has registered.
- Schedules and lists of skaters on each flight will be provided.
- Must be 16 years or older

### **Music Player**

- Play music for all events requiring music after receiving the necessary training before your shift.
- Work closely with the announcer and referee on the timing of starting and stopping the music.
- Cross reference the music with the skating order to ensure they have been organized in the proper skating order.
- For practice ice, you would be responsible for announcing and playing the music in the designated order.
- Must be 16 years or older.

### **Registration Desk**

- The purpose of registration is to organize, welcome & sign in the skaters.
- Be friendly and organized!
- Sign skaters and coaches in as they arrive.
- Sign music in and label and store it for the appropriate event.
- Verify the skater has paid all the required fees (competition and practice ice).
- Sell the event result sheets, programs, flowers, etc.
- Sign out music to skaters after their event.
- Aid in checking in volunteers.
- Must be 16 years or older

### **Safety**

- Ensure that only the designated people (skaters, officials, coaches, volunteers) are entering the hallway/change rooms and ice level of rinks. All others need to remain in public areas only.
- Ensure Arena rules are being respected by all (running, horseplay, etc)
- Answer questions, give directions where needed

- Must be 18 years or older

### **Raffle Table Attendant**

- Attend to raffle table, sell raffle tickets
- May require setting up/taking down the raffle table and prizes depending on shift time
- Responsible for float and ticket money for the duration of shift
- Must be 18 years or older

### **Set Up/Take Down**

- Set up/take down of equipment, decoration, signage, supplies that are needed for the event as per guidance from a LSC board member.
- Must be 16 years or older

### **Group Parents – Carnival**

- 1-2 group parents per group are required during dress rehearsal and both performances.
- Help with tying skates, keep skaters together, supervise and sit with skaters in stands anytime they are not skating
- Accompany them to the ice when it is time for the group to skate
- Collect costumes after second performance

### **Ticket Sellers/Collectors – Carnival**

- Collect and sell tickets at the front door during the ice shows
- Must be 16 years of age

### **Results Tabulator – Frozen Fest**

- From official's assessments of skaters, transfer results to certificate that will be presented to skaters
- Must have clear, nice hand writing
- Must be 16 years of age