Volunteer Job Descriptions

By Claude Sweet

The following information is provided as to the type of volunteer positions a figure skating clubs needs to function and provide necessary membership services. It is our hope that every parent and teenage skater will decide to become a volunteer.

Local Organizational Committee (LOC) positions for club, open, and qualifying competitions require lots of volunteer hours. Such activities can generate funds to help support a lot of club events that benefit club members.

Skills required – being reliable, organized, and focused on job, and people skills.

The following positions are typically required to run a competition:

**Accounting Room:**
- Approximately 4 hour shifts.
- Must be 16 years or older.
- Duties: needed to run and supervise the copy machine and help the accountants with accounting tasks.
- Children over age 10 are needed as messengers (runners). See “Messengers” for more details.

**Announcers**
- Approximately 4 hour shifts.
- Must be 16 years or older
- A script is provided with how to announce the events.
- Announcers must check with ice monitors to clarify pronunciation of names, music issues, and missing skaters.
- The announcer works closely with the referee on timing of announcing each skater, special needs for the event, etc.
- You are rink side the entire shift, so you should dress warmly.

**Awards**
- Approximately 4 hour shifts.
- Fun job for younger volunteers (over 10 years of age).
- Assist the photographer in handing out awards and gathering skaters.
- Help to announce the skater’s names as their medals are being awarded.

**Monitors (practice ice and competition)**
- Approximately 4 hour shifts.
- Must be 16 years or older
- Practice ice monitors must be at rink side at all times to check skaters in, ensure skaters are entering the ice at their appropriate time, clear skaters from the ice at the end of their session, and assist if there are injury and music issues.
- Schedules and lists of skaters on each practice session will be provided.
- Competition monitors are considered either a rink monitor or a chase monitor.
- The rink monitor remains rink side at all times to check skaters in, communicate with the referee, music, or announcer to assist with music issues, pronunciations, or any unforeseen problems and to organize skaters for entry onto the ice at proper times. San Diego Figure Skating Club E-News April 2008 page 12
- The chase monitors assists in finding skaters in the lobby that have not yet checked in and checking with registration to determine if skater has registered.

**Music**
- Approximately 4 hour shifts.
- Must be 16 years or older.
- Obtain the music from the registration desk before the event.
- Cross reference the music CD’s with the skating order to ensure they have been organized in the proper skating order.
- Play music for all events requiring music after receiving the necessary training.
- Work closely with the announcer and referee on the timing of starting and stopping the music.
- For practice ice, you would be responsible for announcing and playing the music in the designated order.

**Practice Ice Desk**
- Approximately 4 hour shifts.
- Must be 16 years or older.
- Sell remaining practice ice.
- Collect all money due.
• Ensure that monitor’s schedules and skater lists are updated as ice is sold.

Registration Desk
• Approximately 4 hour shifts.
• Must be 16 years or older
• The purpose of registration is to organize and welcome 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.
• Hand out the goody bags.
• Verify the skater has paid all the required fees (competition and practice ice).
• Sell the event result sheets, programs, flowers, etc..
• Aid in checking in volunteers.

Hospitality
• Approximately 2-4 hour shift.
• Must be 16 years or older.
• 45 minutes prior to start of test session - Setup folding tables, put out tablecloths, electrical extension cords, start coffee, layout prepared food and setup hot food.
• Help in keeping the room clean and food and beverages replenished.
• Keep utensils and paper goods available at all times.
• Contact the hospitality chair if out of food or problems occur.

Other Events are also hosted by a club. The following activities also need a lot of volunteer assistance:

Exhibitions Registration Desk
• Approximately 2-3 hour shift.
• Must be 16 years or older.
• The purpose of registration is to organize and welcome 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.

Music
• Approximately 2-3 hour shift.
• Must be a member 16 years or older.
• Obtain the music from the registration desk before the event.
• Cross reference the music CD’s with the skating order to ensure they have been organized in the proper skating order.
• Play music for all events after receiving the necessary training.
• Work closely with the announcer on the timing of starting and stopping the music.

Announcers
• Approximately 2-2 hour shift.
• Must be 16 years or older.
• A script is provided with how to announce the events.
• Announcers must check with ice monitors to clarify pronunciation of names, music issues, and missing skaters.
• The announcer works closely with the exhibition organizer
• At rink side the entire shift - dress warmly.

Permanent positions require Training:

Test Chairperson
• Approximately 2-6 hours per session organizing test requests
• Approximately 2-4 hours per session planning test schedule and setting up judging sheets
• 15 to 30 days prior to session, Approximately 2 plus hours per session to secure panels of judges qualified to judge the various levels of tests in Free Skating, MITF, Pairs, and Dance
• Approximately 1-3 hours per session registering tests and filling out trial sheets to send to monitors

Test Session Chairperson
• Approximately 3-5 hours per session – arrive 30 – 45 minutes early, set up copy machine, post skating order, organize judges boards, copy test papers and distribute to skaters Runner
• Approx. 3-4 hours – collect judging sheets and delivery to the person copying the papers. Hospitality
• Approx. 3-5 hours – divide into two shifts.
• Must be 16 years or older.
• Keep the room clean and food and beverages replenished.
• Keep utensils and paper goods available at all times.
• Report to the hospitality chair if any problems occur.
• Clean up, break down folding tables and remove all food and utensils.

Music/Announcer
• Approximately 2-3 hour shift.
• Must be a member 16 years or older.
• Obtain the music from the skaters prior to the tests.
• Announce the skaters. Check with ice monitors to clarify pronunciation of names, music issues, and missing skaters.
• The announcer works closely with the Judge in Charge to start music and stop music after the proper number of dance patterns have been performed.
Club Publications –
Permanent positions - Skills required – Editorial Board
• Approximately an hour a month establishing priorities for topics to be featured. in monthly electronic publication for club.
• Approximately 8 hours each issue collecting information from sources for each issue.
• Approximately 4-6 hours each issue laying out publication prior to distribution.

Editor
• Approximately 8 hours per month collecting information from sources for each issue.
• Approx. 8 hours per issue laying out publication prior to distribution.
• Approximately 4 hours per issue contacting people to write article and follow up with authors.
• Approximately 8 hours per issue researching and writing articles.

Competition Program – Open, regional, sectional championships, etc.
• Approximately 8 – 24 hours per program collecting information from sources.
• Approximately 8 – 36 hours per program selling ads, including billing, and necessary follow up.
• Approximately 2 – 8 hours per program laying out program – extra work when photos are involved.
• Approximately 2 – 4 hours coordinating with printer, including pickup of finished programs.

Club Anniversary Program - History 25th, 50th to 75th
• Approximately 4 hours per month reviewing back newsletters and club archives.
• Developing a written account of the club history from the 51st to the 75th anniversary. Proof Reader
• Approximately 8 hours per month checking grammar, syntax, and facts. Writers • Approx. 2 – 4 hours per article obtaining information and writing article.
• Approximately 2 – 4 hours per article if obtaining pictures or illustrations for article. Page Design and Layout Graphic Artist/Illustrator Videographer – Still and Full Motion Digital Video