Volunteer Job Descriptions

Open Competition
Required Skills – being reliable, organized, and focused on job, and people friendly.

Accounting Room:
• Approx. 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
• Approx. 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.
• At rink side the entire shift, so should dress warmly.

Awards
• Approx. 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.

Messengers (runners)
• Approx. 4 hour shifts.

• Great job for younger volunteers (over 10 years of age).
• Collect Judge’s sheets from judges stand after each event and take them to accounting room.
• Runs the event results to the referee for signatures.
• Post results in the designated area.
• Runs a copy of each result sheet to the awards location and to registration.

Monitors (practice ice & competition)
• Approx. 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 in 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 ice at proper times.
• 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
• Approx. 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.
• 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
• Approx. 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
• Approx. 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).
• Aid in checking in volunteers.

Hospitality
• Approx. 3-4 hour shift.
• Must be 16 years or older.
• 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.

Music
• Approx. 3-4 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 requiring music.
• Work closely with the announcer or judge in charge on starting and stopping the music.

Announcers
• Approx. 3-4 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 referee on timing of announcing

Test Sessions & Exhibitions

Registration Desk
• Approx. 3-4 hour shift.
• Must be 16 years or older.
each skater, special needs for the event, etc.
• At rink side the entire shift, so should dress warmly.

Permanent positions
Club Publications – Special Skills required –

Editorial Board
• Approx. an hour a month establishing priorities for topics to be featured

Editor Monthly Electronic Newsletter
• Approx. 8 hours each issue collecting information from sources for each issue.
• Approx. 4-6 hours each issue laying out publication prior to distribution

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

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

Club Historian
• Approx. 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
• Approx. 8 hours per month checking grammar, syntax, and facts

Writers
• Approx. 2 – 4 hours per article obtaining information and writing article.
• Approx. 2 – 4 hours per article if obtaining pictures or illustrations for article

Copy Layout
• Approx. 1 – 2 hours per article if provided with captions for all pictures or illustrations for article

Graphic Artist
• Varies according to the assignment

Videographer – Still and Full Motion
• Varies according to the assignment

Program Development
• Varies according to projects

By-Law Annual Review
• Varies according previous reviews

Financial Planning and Oversight
• Varies according to previous efforts

Volunteer Coordinator
• Varies according to project needs

Judge and Coach Liaison Coordinator
• Varies according to the assignment

Operations Manual Development and Updates
• Varies according to previous efforts