



## VOLUNTEER JOB DESCRIPTIONS HORSE SHOW (EVENTS CENTER)

### ALL EVENTS CENTER VOLUNTEERS

We are here to have a good time while assisting our exhibitors, guests and vendors. We are receptive to their needs all the while smiling, polite and professional. We also treat each other with respect and look for new opportunities to help. We are able to spin on a dime, change directions and assignments on a moments notice. We are NWSS horse barn volunteers and we get the job done.

### AWARDS

Dress is nice western to assist with coordinating award presenters and handing out awards. Will help coordinate local royalty award assistants and organize all awards/trophies for each class/division. Some lifting necessary up to 30 lbs. Leads will help organize awards before the show and then help display at the beginning of each day.

### BBQ THROWDOWN

Assist with move in and set-up. Help set up the judges table and computer. Some lifting necessary up to 50 lbs.

### BOOTS 'n BUSINESS LUNCHEON

Assist with setting tables, greeting guests, directions and crowd control. Some lifting necessary up to 50 lbs.

### BUFFALO BILL EDUCATION

Greet and educate public on old west times, particularly Buffalo Bill in EC. Will facilitate learning in various hands on areas. Dress is old west style.

### CITIZEN OF THE WEST

Assist with setting up and dressing tables, assist guests to seating. Some lifting necessary up to 50 lbs.

### COWBOY CHURCH

Assist with decorating stage, assist band as necessary. Minimal lifting.

### DANCING HORSES SHOW

Assist with set-up and tear down of props, dress stage with drapes and flowers, operate curtains and gates during shows and assist with props during show. Some lifting possible up to 50 lbs. Must attend both shows and rehearsal for DH. Dress is black clothing.

### DUVATENE

Assist with hanging and removing black drapery around Events Center arena bang boards. Some lifting necessary up to 75 lbs.

### FREESTYLE REINING

Assist with operating curtains and gates, decorate judges stands. Minimal lifting.

### GATOR DRIVERS AND ASSISTANTS

Must pass motor vehicle check and watch gator video. Some lifting necessary up to 75 lbs. Assist exhibitors upon arrival and departure with moving tack, hay, etc. Assist administration with errands throughout NWSS complex. Shuttle visitors

or staff throughout complex. Mail run to post office Monday through Friday. Refuel gators as needed. Only 1 passenger per seat. Always wear seat/shoulder harness.

#### GUIDED BARN VISITS

Greet visitors in Pony Trails and offer to escort small groups down main cement aisle of Events Center barn. Educate the public about horses and agriculture utilizing the bulletin boards in the barn.

#### HORSE SHOW VOLUNTEER OFFICE/CLERICAL

Assist the horse show volunteer office with miscellaneous clerical tasks including answering phones, stuffing packets, monitoring radio traffic. Assist the liaison as necessary.

#### HORSE SHOW ASSISTANT

General daily duties include a rotation system of staffing the west Events Center doors, Expo door 28, arena gates, inside/outside crowd control on the west end paddock area and parking area outside west doors. Occasional staffing of the paddock gates and assisting paddock manager. Minimal lifting except for west door (heavy). Under the supervision of various show officials.

#### HOSPITALITY

Prepare and maintain hospitality areas for judges and exhibitors, help set up/tear down exhibitor parties, assist with daily lunches for staff. Some lifting possible up to 30 lbs.

#### JUMP CREW

Assist with set-up/tear down and decorating Hunter/Jumper courses. Occasionally move standards/rails on course. Assist during shows with rail replacements. Some lifting possible up to 75 lbs.

#### MOUNTED SHOOTING

Assist with blowing up balloons, running balloons to the obstacle course, clearing the arena of spent balloons. Minimal lifting but running is necessary.

#### PONY TRAILS

Assist lead during key times of the day. Greet and educate guests, families and children on equine and agriculture related questions and engage them in the features of the area. Crowd control and directions. Minimal lifting required.

#### RANCH RODEO

Operate various gates during event.

#### SATELLITE OFFICE

Greet and assist exhibitors upon initial arrival. Will be part of the check in process greeting exhibitors and handing out exhibitor packets. Direct to the load in areas behind the barns as they become available in communication with the arrivals crew.

#### WILD WEST SHOW

Assist with set-up and tear down of props, operate curtains and gates during shows and assist with props during show. Some lifting possible up to 50 lbs. Must attend both shows and rehearsal. Dress is old west style.

#### XTREME DOGS

Assist with set-up and tear down of course, moving props during show. Must be able to attend rehearsal. Some lifting possible up to 50 lbs.