



## VOLUNTEER JOB DESCRIPTIONS HORSE SHOW

### ALL HORSE SHOW VOLUNTEERS

We are here to have a good time while we support the horse show staff and assist our exhibitors, guests and vendors. We are receptive to their needs all the while smiling and being 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 alter assignments on a moment's notice.

### 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 arrange at the beginning of each day.

### ARENA DRESSING

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

### HORSE SHOW VOLUNTEER OFFICE/CLERICAL

Assist the horse show volunteer office with miscellaneous clerical tasks including answering phones, calling no shows, monitoring radio traffic, etc. Assist the liaison as necessary.

### HORSE SHOW ASSISTANT

General daily duties include a rotation system of staffing the west Events Center doors, Expo door 27 and 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 horse show staff.

### 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 of Hunter/Jumper courses. Occasionally move standards/rails on course. Assist during shows with rail replacements. Some lifting possible up to 75 lbs.

### RANCH RODEO

Operate various gates during event. Ensures all props and awards are ready.



## **SPECIALTY SHOWS**

### **BOOTS 'n BUSINESS LUNCHEON**

Assist with stuffing guest bags, setting tables and general set up prior to event plus greeting guests, provide directions, crowd control and moving props for acts. Some lifting necessary up to 50 lbs.

### **CITIZEN OF THE WEST**

Assist with setting up and dressing tables. Some lifting necessary up to 50 lbs.

### **COWBOY CHURCH**

Assist with decorating stage, placing plants and assisting the band and speakers as necessary. Minimal lifting.

### **AN EVENING OF DANCING HORSES**

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.

### **FREESTYLE REINING**

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

### **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.

## **ARRIVALS**

### **GATOR DRIVERS AND ASSISTANTS**

Must pass motor vehicle check, attend gator training, 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.

### **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, communicating with Staging Personnel as well as Gator Lead.

For more information on volunteer positions in the Horse Show, please contact the Horse Show Volunteer Liaison.