



# Volunteer Job Descriptions

- **Sign up before the show so we know you are available.**
- **We train you, give you all the supplies and gear you need, and check on you frequently.**
- **Let us know your special skills, preferences, or limitations as a volunteer.**
- **Show up on time for your shift. Dressage shows are timed to the minute!**
- **Be willing to do a variety of jobs. You will be assigned a job depending on show needs.**
- **Most jobs are OUTSIDE or otherwise exposed to unpredictable weather. Dress accordingly.**
- **All jobs require a reasonable level of fitness and mental acuity.**
- **Shifts are typically 4-5 hours long. Show day is 7:30 am to 6 pm.**
- **Horse-savvy teens are welcome to volunteer, but for liability reasons no children please.**
- **Horse and/or show experience not necessary but useful in some jobs.**

**Purchase Supplies** – Contact Show Manager and Volunteer Coordinator for requests. Go to store. Purchase needed consumable items (likely items are batteries, latex gloves, carrots, snacks, bottled water, sunscreen, hand sanitizer). Turn in receipt to EI's Treasurer for reimbursement.  
Skills: ability to lift 30 lbs; can front money to buy supplies; willingness to coordinate with others

**Load/Unload at Storage Unit** – Coordinate with others to meet at EI's storage unit to load (before show) or unload (after show) all furniture, shelves, boxes, and miscellaneous equipment we use to transport items to the show grounds. Use a (clean) 2-horse trailer for transportation.  
Skills: fitness to lift & carry lots of boxes; know how to tightly pack a space so boxes don't shift

**Drive trailer to/from show** – Drive horse trailer used transporting items to/from Donida Farm. Coordinate with loading/unloading crew. Arrive at show very early on Setup Day, stay late on final day.  
Skills: safe driving & good trailer

**Set Up/Tear Down Crew** – Set up stabling chart and signs at entrance gate. Position furniture in show offices. Hang 4-6 vendor and EI banners using cable ties. Mark off parking area for show staff. Lay out ribbons and awards in awards trailer. Tape show signs up at the show office. Put up 5-6 popup tents around the grounds. Set up ring signs on A-frame signs with proper ring names. Staple ring name signs on wooden scoreboard. At the end of the show, take all this down and pack it away in the right boxes.  
Skills: good physical fitness for walking, carrying, stretching, bending; read Donida map to figure out layout of where things go; works well on a team; follows instructions precisely, OK to drive golf cart

**Parking Lot** – Monitor trailers arriving and keep traffic moving so nobody blocks the flow when unloading their horses and their gear. Direct traffic to proper parking areas.  
Skills: diplomacy and a loud voice; confidence; knowledge of basic trailer and horse safety

**Vendor Village Coordinator** – Arrive early on Setup Day to direct vendor trailers to assigned spots in the Vendor Village. String extension cords and help lay out where vendors set up. Resolve issues. Hand out show programs to vendors. Collect announcements and give to Announcer. Report to Show Manager.  
Skills: People skills and friendliness; ability to read vendor layout map

**Scribes** – Special training required. Training available via Scribe Seminar hosted by EI each spring, and from prior experience at other shows. Sit in judges booth with judge and write scores and comments during the dressage tests. Scribes welcome to work multiple shifts and multiple days, and often do so.  
Skills: clear and fast penmanship; knowledge of dressage tests; discretion; detail-oriented; not chatty

**Equipment Check** – Stop mounted riders as they are leaving the show arena areas, and call each one over to check all equipment. Look at bits and spurs and whips and check against list of legal equipment. Look for signs of blood or skin breaks on horse. Stand next to horses, hold bridles, and touch horses on

the head and body. Receive orientation from Technical Delegate or Show Manager. Swap latex gloves for each inspection. Use a radio to call the TD with any questions.

Skills: confidence around and handling horses; willingness to give riders specific directions and ensure compliance; orientation to health and safety; ability to match equipment to pictures in a notebook

**Ring Steward** – Keep track of riders warming up and going into the various rings and communicate show schedule verbally to others. Hold the official “Order of Go” ride times on a clipboard. Stand in a visible designated spot near warm-up area wearing a lime-green vest. Pay careful attention to official show time. Communicate with show office on radio if riders are scratches or no-shows. Answer frequent questions from riders on order of riders. Call TD on radio if there are safety issues.

Skills: loud voice; ability to track multiple horses and riders; friendly demeanor; detail-oriented

**Runners** – Ongoing rounds to each ring to collect finished tests from all judge booths and return them to the Scoring Office. Monitor which rings are busy and which are quiet. Pay attention to flow of the show and collect tests on a flexible schedule. Sometimes use golf cart. Lots of walking. Protect tests from weather using plastic baggies. Respond to requests from judges and scribes for snacks, announcements, help, or information. Communicate problems to Scoring office or Show Manager.

Skills: quiet manner; not chatty; fast mover; ability to learn when OK to approach the booth

**Scorers** – Work inside the Scoring Office entering test scores and figuring out class placements. Quiet, focused data entry work. Use scoring software on laptops (and sometimes calculators) to add scores. Print out class placings and tape them outside on the wooden score board. Work in a team of 3 that must closely coordinate scoring tasks, and also communicate often with Show Secretary who works in the same trailer. Some special training required on-the-spot. One of the few “out of the weather” desk jobs, with no visible access to watch show while working. However, you know the winners first!

Skills: extreme attention to detail; fast typing and number entering; ease with computers; ability to sit and focus intently for several hours; ability to sustain a consistent pace of work during show

**Awards Desk** – Hand out ribbons, tests, and awards for completed/placed classes. Greet competitors and get initials as people pick up their tests. Congratulate and commiserate. Re-stock ribbons and keep track of counts. This is an “out of the weather” inside desk job with no visible access to watch show while working. May also handle gifts and food tickets for volunteers.

Skills: social, upbeat, friendly demeanor; knowledge of local dressage crowd helpful; organized and tidy in a small space; careful about handing out correct ribbons & prizes; quick response to keep lines short

**Announcer** - Monitor overall flow of the show while making announcements on the PA system. Report safety issues, problems, scratches, and no-shows on the radio to other show personnel. Collect and reader provided sponsor and vendor announcements. Read required USEF & USDF announcements. Keep track of and announce official show time. Coordinate closely with all other show personnel.

Skills: smooth “announcer” voice; detail orientation; deep knowledge of dressage show coordination

**Assistant or Floating Helper** – Act as the errand person for the Show Manager, Volunteer Coordinator, or Show Secretary. Do whatever they ask you to do. Tasks vary. Golf cart driving may be necessary.

Skills: willingness and can-do attitude; ability to walk and carry boxes; golf cart driving

**EI Party** -- Purchase drinks (including alcoholic) prior to show and transport to show grounds for Saturday party. Set up EI table and lay out hospitality supplies. Staff table. Act as EI’s ambassador.

Skills: old enough to buy booze; ability to lift heavy boxes; cheerful demeanor; knowledge of EI

**Freestyle Music** – Collect competitors’ music CDs for Freestyles from Show Office. Perform sound checks on Friday evening and as needed. Work with Donida’s sound system and troubleshoot problems. Monitor classes and ensure all music provided. Run music for Freestyles on Saturday afternoon.

Skills: comfort with sound systems; attention to detail; friendly demeanor with competitors