

2019 Annual Show Volunteer Job Descriptions

Saturday, February 23, 8:00 – 10:00 a.m.

- **Help with Pictures:** 3 volunteers needed to help check skaters in when they arrive, show them to locker room, and gather groups to bring to the picture room

Sunday, February 24, 11:00 a.m. – 2:30 p.m.

- **Help with Pictures:** 2 volunteers needed to help check skaters in when they arrive, show them to locker room, and gather groups to bring to the picture room

Friday, March 22 before 4:00 p.m.

- **Pick up curtain, pole & spotlights + items from storage unit:** 1 volunteer with a truck needed to be able to pick up items during the day and bring to Greenheck (will have other help)

Friday, March 22 4:30 – 7:30 p.m.

- **Decorate rink on-ice:** 10 volunteers needed to assemble curtain & poles, put fabric up on boards, lighting, hanging stars + we may be taking out the glass. Dads are needed, and we'll put the sign-up in three different hour increments so you can sign up for when you can be there!

Friday, March 22 5:00 – 7:00 p.m.

- **Decorate lobby:** 5 volunteers needed to put up black corrugated board on the windows & decorate it, plus set up the tables in the lobby

Friday, March 22 5:30 – 7:30 p.m.

- **Dress rehearsal locker room monitor:** 4 volunteers needed to monitor locker rooms for dress rehearsal. Per USFSA SafeSport rules, if you volunteer to supervise a locker room you are required to complete SafeSport training (online) and a background check (the club will pay for this). Please note the following: only for skaters 11 and under, one parent of the same sex will be allowed to enter the locker rooms to assist with changing costumes. At no time are any devices capable of taking photos or videos allowed in the locker rooms, which means no electronic devices including ipads, ipods, tablets and cell phones.

Friday, March 22 5:30 – 7:30 p.m., & Saturday, March 23 11:00 a.m. – 1:00 p.m. & 4:00 – 6:00 p.m.

- **Run Spotlights:** 2 volunteers needed that can run the spot lights for the **dress rehearsal and both the 11:00 & 4:00 shows** – please note that you are signing up for all three (six hours of volunteer time for your family)

Saturday, March 23 10:00 a.m. – 11:00 a.m.

- **Ticket & Program Sales:** 2 volunteers needed before 11:00 show
- **Flower Sales:** 2 volunteers needed before 11:00 show
- **T-shirt, candy bar & DVD Sales:** 2 volunteers needed before 11:00 show
- **Silent Auction & Dresses/skate wear:** 2 volunteers needed before 11:00 show

Saturday, March 23 11:00 a.m. – 1:00 p.m.

- **Lobby:** 1 volunteer needed to watch the merchandise and cash in the lobby during the show
- **Runner:** 1 volunteer needed to help coaches gather skaters for each number during the show
- **Locker room monitor:** 4 volunteers needed to monitor locker rooms for show. Per USFSA SafeSport rules, if you volunteer to supervise a locker room you are required to complete SafeSport training (online) and a background check (the club will pay for this). Please note the following: only for skaters 11 and under, one parent of the same sex will be allowed to enter the locker rooms to assist with changing costumes. At no time are any devices capable of taking photos or videos allowed in the locker rooms, which means no electronic devices including ipads, ipods, tablets and cell phones.

Saturday, March 23 3:00 – 4:00 p.m.

- **Ticket & Program Sales:** 2 volunteers needed before 4:00 show
- **Flower Sales:** 2 volunteers needed before 4:00 show
- **T-shirt, candy bar & DVD Sales:** 2 volunteers needed before 4:00 show
- **Silent Auction & Dresses/skate wear:** 2 volunteers needed before 4:00 show

Saturday, March 23 4:00 – 6:00 p.m.

- **Lobby:** 1 volunteer needed to watch the merchandise and cash in the lobby during the show
- **Runner:** 1 volunteer needed to help coaches gather skaters for each number during the show
- **Locker room monitor:** 4 volunteers needed to monitor locker rooms for show. Per USFSA SafeSport rules, if you volunteer to supervise a locker room you are required to complete SafeSport training (online) and a background check (the club will pay for this). Please note the following: only for skaters 11 and under, one parent of the same sex will be allowed to enter the locker rooms to assist with changing costumes. At no time are any devices capable of taking photos or videos allowed in the locker rooms, which means no electronic devices including ipads, ipods, tablets and cell phones.

Saturday, March 23 6:00 – 8:00 p.m. (This should not take the full two hours)

- **Lobby clean up:** 3 volunteers needed to take down decorations, saving the pictures & boards
- **Rink clean up:** 10 volunteers needed to take down decorations, curtains & poles
- **Return curtain, poles & spotlights:** 1 volunteer needed with a truck to return these items to Total Rental on Monday, March 25 between 8:00 a.m. & 4:00 p.m.
- **Return items to storage:** 1 volunteer needed with a truck or SUV to return decorations & lights to our storage unit in Weston