

# **TEXAS ROSE HORSE PARK**

## **VOLUNTEER COORDINATOR**

### **JOB DESCRIPTION**

- Identify potential volunteers, recruit, interview, screen and train volunteer staff
- Maintain updated accurate database of contact info
- Contact and schedule volunteers to fill positions needed for Horse Trials and Dressage Shows and maintain contact with them leading up to and during each show
- Maintain accurate records in reference to scheduling, volunteer commitment sheets, radio logs, lunch counts, inventory, etc
- Work closely with Show Manager to ensure each show is run professionally, safe, and on time
- Prepare items needed to facilitate show including but not limited to: radios; clipboards needed by volunteers, judges and scribes; prepare accurate lunch counts for catering; maintain all coolers that will be provided to judges and volunteers; ensure safety manual is accurate and up to date
- Advise volunteers of arrival times, meeting place, volunteer job description and set expectations for their position
- Attend all days of all shows – arrive approximately 30 mins prior to earliest volunteer arrivals
- Check in all volunteers and make sure each have the items needed in order to fulfill the position they are volunteering for
- Ensure that each volunteer is comfortable performing the duties their position requires
- Be available to fill in at any position at any time if needed
- Continuously check in with volunteers throughout the day to ensure they are performing duties of their position, provide them breaks throughout the day and ensure they are comfortable while on premises
- Coordinate lunch for all volunteers, staff and judges. Communicate with each volunteer what the lunch schedule will be and where to go for lunch.
- Deliver lunches in a prompt manner to positions that will not have a lunch break
- Ensure that each volunteer is provided water, drinks and snacks throughout the day as needed
- At end of day of each show, ensure that all radios, clipboards, coolers, etc and returned and prepared for the next show
- At end of show, provide inventory numbers to management to ensure that there are adequate materials for next show
- Clean up any items that need to be cleaned and pack items for storage for next show
- Serve as an administrator on the USEF Volunteer website to publish show and approve hours for volunteers who utilize the site
- Work closely with management and staff of TRHP before, during and after show
- Serve as representative of TRHP to any and all officials and competitors to ensure a professional and safe show