

Position Title	Guest Skater Registrar Attendant	Team	Volunteer Committee
Reports to	Volunteer Coordinator	Responsible for	Record guests (who are not a DSC member) who will be skating during a DSC event.
Volunteer duration & time	Refer to Sign-Up Genius		

POSITION SUMMARY

The **Guest Skater Registrar Attendant** is responsible for greeting guests who will be participating in skating activities during a DSC event and ensuring they complete all the required information on the "Bring-a-Friend" form. It is therefore necessary to have a cheerful demeanor and helpful positive attitude.

TASKS

	It is the volunteer's responsibility (including the position of Volunteer Registrant) to sign-in and sign-out on the "VOLUNTEER SIGN-UP" form.
	Set up a table (with chairs as necessary) as per event layout. Refer to the event plan specific to the rink and hang the "GUEST SKATER SIGN-IN" signage above the table. IE: Ladner Leisure Center Winter Ice show layout.
	Obtain the "VOLUNTEER BINDER" and take out several hard copies of the document titled "BRING-A-FRIEND" and place them along the sign-in table with pens. This will allow for quicker sign-in of multiple guest in order to reduce the line up and wait time.
	Ensure all guests register/ sign-in and fill out all information on the "BRING-A-FRIEND" form on the day of the event before they step on the ice. Parents can sign fill out the form for their children and themselves.
	Return the completed "BRING-A-FRIEND" form to the "VOLUNTEER BINDER"

EQUIPMENT REQUIREMENTS



- Volunteer badges supplied by Volunteer Committee at event
- "VOLUNTEER BINDER" located in Coach's room which includes "BRING-A-FRIEND" forms and signage "GUEST SKATER SIGN-IN"
- Pens supplied by Volunteer Committee at event
- Table and chairs located at event location nearby
- Event layout supplied by Volunteer Committee posted at event on entrance door