

# VOLUNTEER DESCRIPTION

<b>Position Title</b>	<b>Rinkside Attendant (Team Lead)</b>	<b>Team</b>	Volunteer Committee
<b>Reports to</b>	Volunteer Coordinator	<b>Responsible for</b>	Prepare skater to enter ice surface at a performance
<b>Volunteer duration &amp; time</b>	Refer to Sign-Up Genius		

## POSITION SUMMARY

The **Rinkside Attendant (Team Lead)** shall organize skaters prior to the performance during special on-ice events. They should possess a cheerful demeanor but also a calming nature and helpful positive attitude. Skaters will be excited and nervous thus team leads need to be able to address any situation that could affect the skaters ability to perform. Attention to detail and time management is essential.

## TASKS

	It is the volunteer's responsibility to sign-in and sign-out on the "VOLUNTEER SIGN-UP" form.
	Know which skate level position you have volunteered for. IE: Rising Stars, Star 1, etc.
	Gather and assemble skaters in their skate order as per the performance schedule, "PERFORMANCE SCHEDULE"
	Manage noise levels of awaiting skaters while other skaters are performing. Keep skaters calm and quiet. Attend to nervous skaters.
	Volunteer to ensure skaters do not enter ice surface until safe. Prepare the skater to step on the ice. Some skaters may need assistance.
	Team Lead is not responsible for taking children to the washroom. Remind parents to take their children before they line up for the performance.

	<p>For safety, open and close gate between performances. Keep gate closed during performances.</p>
	<p>Prepare skater prior to their performance by ensuring they remove skate guards, gloves and jackets in adequate time.</p>
	<p>For other events, we may require Off-Ice Attendants to prepare participants for dance presentations or other off-ice shows. IE: groups of skaters to present recipient with flowers/gifts etc. Prepare them for group photos.</p>



## **EQUIPMENT REQUIREMENTS**

- Printed "PERFORMANCE SCHEDULE"
- Wear volunteer badge obtained at Volunteer Registration counter