



VOLUNTEER DESCRIPTION

Position Title	Skater Registrar Attendant	Team	Volunteer Committee
Reports to	Volunteer Coordinator	Responsible for	Record arrival of skaters
Volunteer duration & time	Refer to Sign-Up Genius		

POSITION SUMMARY

The **Skater Registrar Attendant** shall be responsible for greeting and entering skater as they arrive. 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 Registrar Attendant) to sign-in and sign-out on the "VOLUNTEER SIGN-UP" form. Position descriptions are available on the DSC website under tab "About."
	Set up a table (with chairs as necessary) as per event layout if necessary. Refer to the event plan specific to the rink and hang the "SKATER REGISTRATION" signage above the table. IE: Ladner Leisure Center Winter Ice show layout.
	Obtain the "SKATER LIST" from Director of Programs and print a copy if required and bring to event.
	Ensure all skaters sign-in on the day of the event.
	Direct skater or their parent/ guardian to the dressing rooms. Inform them that they can help their skater with their preparation but they cannot stay in the dressing rooms after.

EQUIPMENT REQUIREMENTS



- "VOLUNTEER BINDER" located in Coach's room where re-useable "SKATER REGISTRATION" signage can be found
- "SKATER LIST" from Director of Programs
- Pens supplied by Volunteer Committee at event
- Volunteer badges 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