



VOLUNTEER DESCRIPTION

Position Title	Volunteer Registrar Attendant	Team	Volunteer Committee
Reports to	Volunteer Coordinator	Responsible for	Record arrival of volunteers and sign-out
Volunteer duration & time	Refer to Sign-Up Genius		

POSITION SUMMARY

The **Volunteer Registrar Attendant** shall be the first contact person at the event and is responsible for greeting and showing thanks to our wonderful volunteers as they arrive. It is therefore necessary to have a cheerful demeanor and helpful positive attitude.

TASKS

Two shifts will be necessary. Before event shift and after event shift.

BEFORE EVENT

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. Refer to the event plan specific to the rink and hang the "VOLUNTEER SIGN-UP" 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 "VOLUNTEER SIGN-UP" and place them along the sign-in table. This will allow for quicker sign-in of multiple volunteers in order to reduce the line up and wait time.

Ensure all volunteers register/ sign-in and fill out all information on the "volunteer registration" form on the day of the event. Include sign-in time and sign-out time when volunteer work is completed.

Remind volunteers to return to the table and sign-out and return the volunteer badge after their shift. This is a very important step for them.

Obtain volunteer badges from Volunteer Coordinator and provide each volunteer with a single volunteer badge after they sign-up.

The "VOLUNTEER BINDER" includes copies of the various "VOLUNTEER DESCRIPTION" which explains the volunteers' tasks in case the volunteer has questions at the time of their arrival.

Volunteer Registrar Attendants should generally be familiar with each position in case the volunteer has a question. Please firstly instruct them to read their "VOLUNTEER DESCRIPTION".

AFTER EVENT

Volunteer Registrar Attendant is required to collect all volunteer badges and ensure all volunteers sign-out once they complete their volunteer positions. It is the volunteer's responsibility to sign-out.

EQUIPMENT REQUIREMENTS



- “VOLUNTEER BINDER” located in Coach’s room which includes “VOLUNTEER SIGN-UP” forms and “VOLUNTEER DESCRIPTION” of all volunteer positions and re-useable “VOLUNTEER SIGN-UP” poster/ signage
- 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