



Volunteer Coordinator

Purpose of position:

To organize the volunteer crews to help ensure successful events, and to make volunteers feel welcomed and valued so they will repeatedly volunteer.

The role may be fulfilled – in whole or in part – by another officer or director.

Core Responsibilities:

- Create roster of roles and assignments for show set-up, day of show, and teardown.
- Recruit volunteers for shows and ensure all roles and shifts are covered.
- Provide training and/or direction as needed for volunteers new to their role.
- Welcome volunteers on day of show and convey appreciation for their efforts.
- Track volunteer work hours for year-end competitor award eligibility and year-end volunteer awards.
- Organize and draw tickets for volunteer raffle prizes for each show.
- Help volunteers who volunteer more than four hours at a show to obtain stabling.

Other Responsibilities that may be delegated to other officers/members:

- Work with group* to plan and organize year-end volunteer awards and incentive gifts to be used throughout the volunteer year.
- Recruit and organize volunteers for year-end clinic and banquet.

Necessary Skills/Attributes:

- Excellent communication skills
- Planning and organizing skills
- Familiarity with horse show job functions

* Group refers to officers and directors, and other members when present at a monthly meeting.