

NWAHJA Volunteer Position Descriptions

Set Course

The Set Course volunteer sets the courses the day before the NWAHJA show; this task should take 1-2 hours. Gabe Griffin (cell (479)737-5214) is the official course designer and contact for the set-up. If you volunteer for this position, a Volunteer Coordinator will contact you regarding the time.

Registration/Secretary's Desk

Two volunteers are needed to run the registration table. These volunteers will locate the rider's registration form, get the number assigned to them, accept payment, collect signed release, and remind rider to return the number after showing for the day.

Jump Crew

The Jump Crew is responsible for helping to change the course throughout the day as well as fixing any knocked down jumps.

Distribution of Ribbons

This volunteer writes winning numbers on ribbon holder when announced for the class, handing out to appropriate winners.

Gate Keeper

The Gate Keeper opens/closes the gate for riders, guiding the rider into arena as the last rider finishes his/her courtesy circle. This method maintains efficiency by having the next rider enter as the prior one is finishing.

Points Keeper

The Points Keeper is responsible for assigning the correct points to each rider, to determine Champion and Reserve by division. Directions will be given to the Points Keeper at the beginning of each shift. The last Points Keeper of the day will be responsible for gathering judge's cards, points sheets, and gate sheets to return to Heather Swope for tabulation.

Show Set-up

The Show Set-up volunteer is needed at the beginning of each show to help set up tables, put out signs, and set up sound system.

Show Break-down

The Show Break-down is responsible for cleaning up the show grounds, including trash disposal, putting away tables, and sound system, etc., leaving the facility as NWAHJA found it.

Promotions Table

The Promotions Table volunteer coordinates the promotions table to merchandise and sell NWAJHA logo items.

Announcer

The Announcer emcees the show, announcing the riders and placings throughout the day. The Announcer uses a script to make specific announcements before each division, i.e. thanking sponsors, asking for volunteers for upcoming tasks, reminding patrons of concessions, reminding patrons of promotional table, etc.