

Onyx Challenge

Volunteer Position Job Descriptions

Detailed information sheets will be handed out for many of the volunteer positions upon check-in. The details outlined here are a brief summary to provide insight into what duties will be expected in the position of your choosing. The shifts will be approximately 3 – 4 hours in length. Until the schedule is determined the exact hours will not be known however if you wish to sign-up in advance for any of the volunteer spots please send an e-mail to: jendaskas@aol.com. Please indicate your selected volunteer position and if you prefer morning, midday or afternoon. Sign-up early! Every effort will be made to accommodate. One (1) service hour for every hour of work will be awarded.

Competition Set-Up

This job takes place before the competition begins. It requires setting up vendor tables, hanging signs, prepping hospitality areas for coaches and judges, prepping volunteers' stations – registration desk, volunteer desk, accounting room. Most importantly; the judges' platforms need to be erected. This task requires the strength of men and your assistance is GREATLY appreciated. (The platforms are easy to assemble-they fit together like a puzzle.)

Many hands are required to make everything come together quickly and efficiently. Members of the Competition Committee will be on hand to provide instructions. Please consider this as an opportunity to see how things come together in an area where your assistance is greatly appreciated. Children are welcome to participate in light tasks, but due to the nature of the work required will not be credited for service hours.

Competition Tear-Down

At the close of the competition we are required to return the arena to pre-competition shape. Once again many hands are required and the assistance of men is GREATLY appreciated in the process of dismantling and storing the judges' platforms. Please consider this an opportunity to appreciate the afterglow of a successful Onyx Challenge.

Registration Desk

Volunteers at the registration desk are responsible for checking in the skaters as they arrive, collecting their music and selling result sheets. The skaters will also receive a gift upon check-in. They will pick-up their music here after their skate.

Volunteer Check-in Desk

This job requires volunteers be checked in and out so that they may receive credit for the service hours worked. You will need to direct volunteers to their stations and provide them with a lanyard which they need to return when checking out.

Runners

This job encompasses the distribution of information around the arena. Runners report to the accounting room where they will receive their instructions and will be responsible for delivering results to and from the referee to the accountants and post results. Our skaters frequently volunteer for these jobs. You must be at least 12 yrs. of age or older. Remember to dress warmly as you will be in and out of the cold.

Awards Presentations

As the results become available a runner will deliver them to the awards table where the skaters will convene to receive their medal or ribbon. First place thru fourth will receive a medal and take their place on the podium to be photographed. It is wonderful to see the joy and pride when the training is rewarded for these athletes.

Accounting Room Volunteers

You are required to assist the Accountants as instructed. You will also be required to make photocopies of results and oversee the runners.

Judges and Coaches Hospitality

These areas located in the outer wings of the arena are reserved for our judges and coaches respectively. As the hosting club we provide them with refreshments and meals throughout their stay. As a volunteer you will be expected to assist with ensuring that the area is kept stocked and ready to provide for the needs of our guests. Meals will be delivered at predetermined times. Some dishwashing will be required. Providing hospitality is of great importance.

Ice Monitor

This job consists of checking-in skater's rink-side prior to their competition time. Must be 15 yrs. of age or older.

Practice Ice Desk & Practice Ice Monitor

Practice Ice Desk Volunteers: will check-in skaters and provide wristband. You will also sell any available spots remaining for the practice sessions.

Practice Ice Monitors: will check-in the skater's rink-side onto scheduled sessions and check for wristband. Monitors must clear the ice at the end of each session. Must be 15 yrs. of age or older.

Airport Runners

This job requires the picking-up or dropping off of judges at the airport. The specifics of the airport runs will be posted upon confirmation and will be coordinated in advance.

Announcer

This job consists of announcing each skater before they take to the ice. You will sit in the music booth along with a member of U.S. Figure Skating who plays the music. What a great vantage point from which to watch the competition! Remember to dress warmly!!

Donations

You can combine your service hours worked with a donation to meet your total hour requirements. A list of items will be posted consisting mostly of food items needed for the hospitality rooms. These items will translate to service hours determined by cost. Every \$25.00 spent will = 1 service hour. Please turn in your store receipts with items clearly marked and your name clearly written so that we may properly credit you for your donation. There will be a binder available at the drop off location for your receipts.

THANK YOU VOLUNTEERS FOR YOUR DEDICATED INVOLVEMENT WITH **THE ONYX CHALLENGE**. YOUR EFFORTS DO NOT GO UNNOTICED. THANK YOU FOR MAKING THIS AN EVENT THE ONYX-SUBURBAN SKATING ACADEMY IS EXTREMELY PROUD OF! **THANK YOU** ON BEHALF OF THE COMMITTEE, OUR COACHES AND MOST IMPORTANTLY OUR SKATERS!