



Principle Duties

- ◆ Assist with selection of the Local Organizing Committee (LOC) members if required.
- ◆ Assist the LOC Chair in leading the LOC and volunteers. Responsible for general leadership of LOC with respect to volunteers and managing volunteer communication.
- ◆ Screen and approve volunteer applications (reports will be issued regularly from on line registration program by Skate Canada staff contact).
- ◆ Assist the Skate Canada staff with contacting and advising selected volunteers and updating volunteers if necessary.
- ◆ Liaise with LOC members regarding completion of volunteer schedules, catering numbers, and sharing volunteers.
- ◆ Lead communication with LOC and volunteers, including meetings, training, reminders, and newsletters.
- ◆ Manage the Volunteer Desk and schedule volunteers to man the Volunteer Desk onsite. On-site distribution of volunteer accreditation, uniforms and meal tickets.
- ◆ Schedule meal breaks (30-60 mins) and one to two other breaks for team of volunteers. Rotation of roles where applicable.
- ◆ Schedule Anti-Doping Chaperones as required (see Anti-Doping Chaperone job description for more detail).
- ◆ Assist with Volunteer Orientation session (act as speaker during formal business portion of orientation if required).
- ◆ Work with Skate Canada staff contact in the planning and delivery of Volunteer Recognition program.
- ◆ You should plan to be available and onsite starting with the first or second day of set-up (date to be confirmed with Skate Canada contact).

Additional Information

Should any volunteers be missing and an immediate replacement is required and cannot be found by other means, the Volunteer Recruitment Director will be contacted to find a replacement.

Volunteer Desk (all days, including set-up days)

Schedule one person to be at the desk one hour prior to first practice of the day, until the last practice/competition is complete.

Duties: Ensure each volunteer completes the sign-in / sign-out form, completes a ballot for each day they volunteer, answer questions, keep lists of volunteer “gaps”, field calls for volunteer for who are unable to arrive for a shift, and find replacements.

Volunteer Recognition Program

Work with Skate Canada staff contact on the planning of the program.

Duties: Maintain master volunteer list, give away gifts and daily draws. Other initiatives to be determined with Skate Canada staff contact.

Schedule

It is the responsibility of the Volunteer Recruitment Director to schedule volunteers according to the event schedule (final to be provided one week prior to the event) and requirements above as well as to assist other Supervisors in scheduling their volunteers as required.

Skate Canada Staff Contact:

Skate Canada staff contact information will be provided to you in the planning process.