



VOLUNTEER ROLES & DETAILS

Document last updated: 06/05/18

VOLUNTEER ROLE	DESCRIPTION	REQUIREMENTS
BEFORE THE SHOW		
Signage Volunteer	Work as part of the signage team erecting temporary signs around the county and on the show ground. Signs are either on posts or are nailed to existing structures	Physically able
Show Administrators	Times to suit Help sections with producing and circulating letters.	Able to operate Word & Excel
Set Up Assistant (any available time during the week before the Show)	Marking out the site; Moving and positioning equipment.	Physically able for heavy lifting
Dressage Arena Set Up	On Friday 6 th , set up 2 arenas. All equipment provided	Knowledge of setting up 20x40 arenas
Social Media Assistant	Times to suit – before and after the show Schedule posts as directed	Strong knowledge of social media
First Aider	Times to suit Qualified first aider able to be on the showground during the build and take down.	Must have a valid current qualification
ON SHOW DAY		
Cattle & Sheep Section Stewards	AM or PM role Co-ordinating with section secretaries Assisting the judges and exhibitors. Overseeing classes in specific rings.	Able to stand for periods of time. Used to handling cattle &/or sheep
Horse Section Stewards	AM or PM role Ring steward, helping judges, ushering competitors into the competition ring. Manage prizes and trophies.	Able to stand for periods of time. Used to being around and handling horses
Horses Classes Entries Secretary	AM or PM role Will be part of team taking entries	Legible writing
Dressage Steward	AM role Jobs involve writing for the judges Adding up scores Ensuring the flow of the competition	Used to being around and handling horses. Legible hand writing
Horse Crossing Stewards	AM role Ensure safety of the public by closing the walkway to allow horses to cross	Able to stand for periods of time. Used to being around horses
Horticultural Marque Steward	AM role Assist section head and judges	Able to stand for periods of time

Judges Greeter in Members Marque	AM or PM role Act as liaison between section heads and judges	Able to use show radios (training given)
Members and Horse Field Marque Stewards	AM or PM role Maintain the cleanliness of the marque	None
Education Officer Assistants	AM or PM Assist with all education related activities at the Show.	None
Polaris Drivers	AM or PM role Drive officials and stewards around the show ground	Full Driving Licence
Direction Stewards	AM or PM role Cover areas where the public are not allowed to enter	Able to stand for periods of time
Trade Stand Assistant	6am to 9.30am Assist trade stand manager in directing trade stands to where their stands are. Drive a Polaris	Full Driving Licence
Gate Stewards	8am to 6.30pm with 3 shifts Working on the show ground ensuring emergency gates are attended	Able to stand for periods of time
Photographer	Take photos and supply organisers with a selection of images for use on website and in promotional material.	Use Own equipment
Car Park Attendant	AM or PM Role Be part of the team directing the public where to park in one of the three public car parks	Able to stand for periods of time
Lorry Park Stewards	AM or PM role Be part of the team directing lorries and trailers where to park	Able to stand for periods of time
Main Ring Assistants	AM or PM role Help coordinate Main Arena attractions.	Able to stand for periods of time
Lane Crossing Attendants	8.30am to 6.30pm with 3 shifts Ensure the public cross the lane safely And traffic keeps moving	Able to stand for periods of time
Runners	Assisting the show secretary and static controllers	Able to go on foot around the show

AFTER THE SHOW

Take Down Assistants On Sunday 8th	Litter picking Stack crowd barriers, hurdles ready for storage Collect show ground signs	Various
Take Down Assistants Week following the show	Work part of the team gathering equipment ready for storage	Various
Show Administrators	Collate results to put onto the website Help sections produce and circulate letters	Able to use word and excel