



OFFICE ASSISTANCE

The Office Assistant works with the Show Manager and Show Secretary to ensure that all riders receive their numbers and are checked in. You will check show volunteers in and out, keeping track of the hours that they volunteered. You may also be called on to do a variety of tasks needed to run the office smoothly.

Job Tasks:

- Check in with the Show Manager and go over your tasks for your time in the office.
- For checking in a rider:
 - As a rider walks up to the table, greet them and ask them for their name.
 - Find their entry envelope in alphabetical order by their last name.
 - Double-check that they do not owe any fees; if they do, collect the money before handing them their number.
 - If no fees or other comments on the envelope, give them their show number (not the envelope)
- Check volunteers in and out:
 - Have each volunteer (or if under the Age of 18 their parent or guardian) sign the release form.
 - Have the volunteer sign the sign in sheet and note time of sign in.
 - When the volunteer is done have them sign out and note the time.
 - Follow up on who is taking their place.
- Ask Show Manager where else you can help if you have a quiet period.

Equipment and Supplies: None

Attributes and Skills:

- Ability to follow the directions of the Show Manager.
- Tactful speaking skills, supportive and courteous tone.

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