



Dressage at Devon  
23 Dorset Rd, Devon, PA  
Volunteer@DressageatDevon.org

## **Volunteer Job Description**

### **Ring Steward – Dixon Oval or Wheeler Ring**

**Department:** Show Volunteers – Rebecca Averell  
**Location:** Report to Volunteer Room under East 3 Grandstand  
**Time Commitment:** 4–6-hour shift, dependent on length of classes and timing of competition breaks/delays.  
7am-11am, 11am-3pm, 3pm-7pm, 7pm-close (varies as show progresses)

#### **Duties & Responsibilities:**

- Track entry and direct traffic into and out of the arena in coordination with the Ring Master.
- Visually check in horses and riders to warm up area.
- Communicate by radio with announcer when horses enter arena (WHEELER arena only).
- Maintain a list of horse and rider combinations in the warmup area (one for Wheeler one for Dixon)
- Track changes to order-of-go and schedule.
- Maintain order in the warmup area and on the way into competition ring (No pedestrians where indicated, grooms and trainers out of the way).

#### **Qualifications:**

- Previous experience working as a Ring Steward or Assistant Ring Steward strongly preferred.
- Ability to stand/walk for 4+ hours
- Maintain focus on safety and flow of rider order of go.
- Happy to follow standard procedure as part of a team.
- Min age: 18

#### **Requirements:**

- Reliable – in place prior to start of classes and remain until end of assigned shift.
- Calm, cool, confident demeanor and able to have a MEANS BUSINESS attitude as necessary.
- Ability to work calmly and effectively around horses/handlers/riders/spectators in a stressful environment.
- Ability to communicate clearly to Riders/Handlers, Asst Ring Steward, and Ring Master directly and by radio.

#### **Training:**

- Strong preference for those who have steward experience at multiple shows, especially for Breed Show.
- On the job training provided prior to start of first shift. If new to this role, plan to shadow a Ring Steward Volunteer for at least an hour in advance for the ring assigned. Each ring has slightly different procedures for communicating to Ring Master.

**Work Environment:** This is an outdoor position and subject to weather conditions. Be prepared to work in a wide range of possible conditions!

We provide:

- A meal for each shift you work. Drinks and snacks available at all times.
- Name badge, collectible D@D pin, our annual volunteer gift, and entry for prize raffle at check in.
- Parking and gate passes sent in advance with volunteer confirmation.

**Standard Issue:**

Radio

Day sheets

Clip board

Pens

Chair at assigned area

Rain poncho

