



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

Volunteer Job Description

Title: Scribe – Breed Division
Department: Show Volunteers/Scribe Coordinator
Location: Report to Volunteer Room under East 3 Grandstand
Time Commitment: Up to 10-hour shift, dependent on length of competition day.
First shift begins promptly at 8 am.

Description: Breed Division Scribes are specialized volunteers with significant experience in assisting judges at rated shows and at FEI levels. We prefer scribe volunteers who are experienced in scribing for DSHB judges and understand the breed specific tests. Scribes are matched with a judge for as many days possible. Scribes must work at least half days, with full days strongly preferred, and understand that their schedule may be altered as a result of a judge's preference.

Duties & Responsibilities:

- Check in and pick up Judge's Booth basket at the Volunteer Room.
- Review Day schedule to ensure the correct tests are available.
- Report to assigned judges booth at least 10 minutes before scheduled start time.
- Remain at assigned post for duration of classes – scheduled breaks between classes provided.
- Record all judge's remarks and scores accurately and quickly using provided tablet.
- Review any feedback/concerns from judge to ensure best possible teamwork.

Qualifications:

- Ability to stand in the open for prolonged periods.
- Maintain focus on detailed task in stressful environment.
- Happy to work as part of a team in supporting role to assigned judge.
- Experience as licensed show scribes, specifically with DSHB classes.
- Min age: 18

Requirements:

- Must have scribed for at least 3 Licensed Shows, including one with DSHB classes in last 2 years, and provide show management contacts.
- Must sign up for minimum of two half days – preference given to those available for whole and/or multiple days.
- Friendly and professional demeanor – understand that schedule change is possible at request of judge.

Work Environment: This is an outdoor position and subject to weather conditions. Be prepared to work in a wide range of possible conditions. Works with DSHB judges as assigned. Scribes must stand for prolonged periods and maintain focus in a highly charged environment with only scheduled breaks.