



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

## **Volunteer Job Description**

**Title:** Scribe – Performance 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:** Performance Division Scribes are specialized volunteers with significant experience in assisting judges at rated shows and at FEI levels. We use a dedicated software program, BlackHorse1, for all Performance classes and prefer scribe volunteers with recent experience with that program. 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 sit 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.
- Good keyboard skills including use of tablet keyboard, mouse and touch screen.
- Upon completion of training, demonstrate proficiency on the BlackHorse1 scribing software and Degree of Difficulty add on if required for Freestyle classes.
- Min age: 18

### **Requirements:**

- Must have scribed for at least 3 Regional Championships or CDI's in last 2 years, and provide show management contacts as a reference.
- Must sign up for minimum of two half days – preference given to those available for whole and/or multiple days.
- Complete any required training.
- Friendly and professional demeanor – understand that schedule change is possible at request of judge.
- May not have a conflict of interest.

**Training:**

- On-line training to be offered prior to the show week.
- Hands on training/refresher before start of shifts.
- Specific times tbd

**Work Environment:** This is an outdoor position under cover of judge's booth and subject to weather conditions. Be prepared to work in a wide range of possible conditions. Works with national/international judges as assigned. Scribes must sit for prolonged periods and maintain focus in a highly charged environment with only scheduled breaks.

**Standard Issue:**

Tablet w/ loaded software

Shield for glare

Judges Booth basket from Volunteer Office OR Secretary's Office – with day sheets.