



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

Volunteer Job Description

Scribe - Breed Division

Overview: 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.

What will I do?

- Check in at the Volunteer Room each day for each shift to ensure no changes.
- Pick up/return Judge's basket at the Volunteer Room as needed.
- Review Day schedule to ensure the correct tests are available.
- Report to assigned judge at least 10 minutes before scheduled start time.
- Record all judge's remarks and scores accurately on provided test sheets.
- Review any feedback/concerns from judge to ensure best possible teamwork.

Requirements:

- Must have scribed for at least 3 Licensed Shows, including one with DSHB classes in last 2 years.
- Professional demeanor and dress - no jeans/work out clothes.
- Must sign up for minimum of two half days - strongly prefer multiple/full days.
- Flexible and professional demeanor - schedule change is possible at request of judge.
- Min age: 18

Work Environment: This is an outdoor position and subject to weather conditions. Be prepared to work alongside judge in a wide range of possible conditions around horses of all ages. Must be able to stand for prolonged periods and maintain focus in a highly charged environment with only scheduled breaks.

Department: Competition Support/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.