



VOLUNTEER LEADS

Up to sixteen (16) Volunteer Leads will be appointed by the Director of Volunteers, depending on the number of shifts required for each week during evaluations.

Duties of the Volunteer Lead include, but are not limited to:

- Reports to the Director of Volunteers.
- Are **required** to attend **ALL** age category pathway, **and** evaluation skates.
 - This is a shared position, therefore a minimum of one (1) Volunteer Lead is required at all skates.
 - If the Volunteer Leads are not able to schedule themselves accordingly, then the Director of Volunteers will assign the Volunteer Leads to ensure there is coverage at all pathway and evaluation skates.
 - Volunteer Leads who do not share & complete the workload, may be removed from the position and their Volunteer Bond will be considered incomplete.
- Ensures all volunteers have arrived for their shift, and understand their duties/expectations.
- Must ensure the Welcome Table volunteers communicate **ANY** participant absences **immediately** to the Volunteer Lead on Duty **AND** the Director / Assistant Director of Volunteers.
 - Participant absences must then be communicated to the Eval Lead Coordinator a minimum of 15 minutes **PRIOR** to the evaluation start time.
- **Will maintain / update the Welcome Table sign in sheets.**
- In conjunction with the Director of Volunteers, request the evaluation grouping of participants in order to sign-in the participants during evaluations and to distribute the chosen identification system for evaluating the participants.
- **Participants not listed on the sign-in sheet; the Volunteer Lead MUST immediately communicate this to the Eval Lead Coordinator. The FAMILY must then contact the Registrar.**
 - **For insurance purposes, participants are only allowed on the ice, if they are on the registration listing.**
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**