



VOLUNTEER LEADS

Up to eighteen (18) Volunteer Leads may be selected by the Director of Volunteers, depending on the number of shifts required for each week during evaluations, Prep Camp, Pathway Skates and Evaluations.

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

- Length of Term: Only required during Prep Camp, Pathway Skates & Evaluations.
- Non-voting.
- Does not attend monthly Board Meetings. Can attend the Annual General Meeting.
- Reports to the Director of Volunteers.
- Are **required** to attend **ALL** age category pathway, **and** evaluation skates, for their assigned week.
 - This is a shared role; so, Volunteer Leads will be required to coordinate their days with the other Volunteer Leads assigned to the week.
 - 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.
- Set up and take down the Welcome Table; as well as greet and instruct all volunteers arriving during their assigned shift(s).
- Gives clear directions to Welcome Table and Dressing Room Volunteers as to the responsibilities of their shift and complete attendance on a Live Google Doc at the start of each shift.
- Ensures all volunteers have arrived for their shift, and that they understand their duties/expectations. Notify the Director of Volunteers immediately of any no shows.
- Answers questions and help direct members and participants to where they need to be.
- In conjunction with the Director of Volunteers, request the groupings of participants for Pathway / Evaluation Skates in order to sign-in the participants. This is also important during evaluations in order to distribute the chosen identification system for evaluating the participants. E.g. Helmet Stickers.
- **Evaluation Absences**: Must ensure the Welcome Table Volunteers understand they **MUST** communicate **ANY** participant evaluation absences **immediately** to the Eval Lead / Eval Assistant for the applicable age division. Participants absences must be communicated to the Eval Lead / Eval Assistant **a minimum of 15-minutes PRIOR to** the evaluation start time.
- **Pathway Skate Absences**: Although Pathway Skates are optional, notification of absences should still be completed **PRIOR** to the end of the day to applicable Eval Lead / Eval Assistant. This is a good opportunity to ensure initial communications from Eval Leads / Eval Assistants are reaching the Members.



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- **“Missing” Participants**: For participants who are NOT LISTED on the sign-in sheets; the Volunteer Lead MUST immediately communicate this to the appropriate Eval Lead for that Age Division.
 - **The FAMILY MUST** contact the SW Registrar to inquire why they are not listed on the registration listing.
 - **The Volunteer Lead would NOT** allow this participant on the ice due to insurance reasons and the Member (Parent) needs to contact the SW Registrar immediately.
 - **For insurance purposes participants are ONLY allowed on the ice, IF THEY ARE ON THE REGISTRATION LISTING.**
- Communicate any questions, problems, or concerns to the Director / Assistant Director of Volunteers.
- Keep track of bin supplies and notify the Director/Assistant Director right away if supplies are getting low and need replacement.
- Call and assist EMS if any emergency situation(s) arise.
- Will maintain / update the Welcome Table sign in sheets.
- **Timely response**: To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**