

Poway Valley Riders Association  
 14336 Tierra Bonita Road – Poway, CA 92064  
 Volunteer Work Hours

RANCH RIDING – Contact Show Manager: Susan Gillespie [pvranchriding@gmail.com](mailto:pvranchriding@gmail.com)  
 March 17 – April 21 – May 19 – June 30 – July 14

***If you plan to volunteer, please contact the show manager at least one week before the event***

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<b>Front Gate Worker</b>	Opens entrance gate for in-coming trailers	6:30 AM -
<b>Check-in</b>	Works in show office to checks-in riders, collect payments, and manage adds and scratches	6:30 - approx. 10:00 AM
<b>Arena Gate Coordinator</b> 1 person full day or 2 if half-day shifts	informs riders when they are on deck, manages gate, checks in each rider to keep the correct order.	All day or position can be split
<b>Arena Worker</b> 1 person	During Ranch riding classes after lunch stands by to return logs to original position if necessary when requested by the judge	
<b>Trail Gate Coordinator</b> 1 person full day or 2 if half-day shifts	Keeps list of riders and what classes they are competing in on a clipboard. Calls riders as their name comes up, announcing to the scribe and judge the entry number and which class they are competing in. Manages the overall order of the riders making adjustments for conflicts with arena classes.	All day or position can be split
<b>Scribe - Arena</b> <b>Training Needed</b> 1 person full day or 2 if split shifts	Writes down judges comments/scores quickly and neatly	Page 1 of 2
<b>Scribe - Trail</b> 1 person full day or 2 if split shifts	<b>Scribe positions require training. If interested email <a href="mailto:pvranchriding@gmail.com">pvranchriding@gmail.com</a>. There will be a training class a few weeks before our first show.</b>	

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<b>Raffle Coordinator</b> 1 person full day or 2 if half-day shifts	Sells raffle tickets, monitors raffle table, picks raffle tickets and announces the winners throughout the day. Takes pictures of winners for social media.	All day or position can be split
<b>Ribbon/Class Awards</b> 2 people full day 4 people if half-day shifts	Organizes ribbons for each class. Hands out ribbons at the end of each class. Offers raffle tickets in place of ribbons and coordinates win pictures, which are given to each winner.	All day or position can be split
<b>Post-show Clean-up - including manure in trailer parking area</b> 2 people	Clean-ups trash, picks-up manure in trailer area, puts jumps back in arena.	Approx 5:00 PM 1 hour  Page 2 of 2