



# AMERICAN ROYAL ASSOCIATION

IMPACTING THE FUTURE OF AGRICULTURE • SCHOLARSHIPS | EDUCATION | COMPETITION

## Volunteer Roles by Area

All of the 100+ specific volunteer roles at the American Royal can be categorized by the following 9 general areas. Each general area lists the common job descriptions associated with it. Included with the job descriptions are events where that role is offered. Note: job descriptions listed here are general. Most job descriptions (including titles) within the online signup sheets are more specific, include physical requirements and qualifications and/or are tailored to the unique needs of each event.

This list is designed to give volunteers an idea of what types of roles are available based on their interests and talents and skillsets. Once volunteers know what they would like to do, volunteers may sign up for those roles via the online volunteer signup sheets for each event.

### Customer Service

Help guests and answer questions

- Cashier/Store Attendant: Check-out exhibitors and collect payment.
  - Barbecue, Livestock Show
- Dispatcher: Receive calls from contestants and enter orders into an online system.
  - Barbecue
- Front Desk/Information Booth Agent: Help guests by answering questions, direct guests, refer to the event map and schedule of events, etc. Handle issues as they arise. Check out teams who purchase items from the grocery store.
  - Barbecue

### Event Support

Event set-up, tear down, preparation and organization

- Awards Organizer/Handler: Organize ribbons by show date/classes
  - Barbecue, Equine Events
- Class Aide: Assist with setup and on-site organization of training classes. Check-in guests, help with flow of event, setup and tear down.
  - CBJ Training Classes (Barbecue)
- Contest Assistant: Help setup for contest, help distribute protein during the contest, “run protein” from smoker to kitchen, registration/check in of judges and Table Captains, clean up post event, etc.
  - Rub, Sauce & Steak Contests
- Decorator: Setup and decorate for event.
  - Livestock Show
- Event Attendant: Assist in with activity stations (generally youth related) at events or line control. Help as needed throughout event space.
  - Barbecue, Rodeo, Livestock Show
- Hall Monitor: Keep contestants from talking/interacting with one another, supervise, etc.
  - Judging Contests



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- Setup Assistant: Set up event including: tables, chairs, staging, etc. Help prep the room, setup registration, get folks registered, etc.
  - Cowtown Family Fun Fest (Barbecue), CBJ Classes, Uptown Hoedown, Rodeo
- Sign Hanger: Hang signage on site prior to event.
  - Barbecue, Livestock Show
- Turn-In/Trough Tables Organizer: Receive food entries from contestants or judges and distribute on trays for donation or Table Captains.
  - Barbecue

## Guest Relations

### Direct guest interaction

- Ambassador: Ambassadors are the liaisons between the American Royal and the competitors. Ambassadors greet contestants, answer questions and assist when needed.
  - Barbecue
- Box Seat/Wristband Monitor: Monitor areas to ensure general public refrains from entering VIP seating or contestant areas.
  - Hunter/Jumper Horse Show, Rodeo (Youth)
- Check-In Clerk/Waivers: Greet guests and help them check in for their event. Answer questions and direct them to the right place. In some cases, have guests complete waivers and give them wristbands.
  - Rodeo, Livestock Show, Barbecue
- Coat Check: Check guests' coats as they arrive. Hang coats on hanger and hand guest numbered ticket that matches the hanger. Return coats to guests as they claim them with their ticket number.
  - Uptown Hoedown
- Greeter/Parking Attendant: Take initiative in greeting all guests, exhibitors, contestants and/or families as they arrive onsite. Provide guidance if lost. Direct to next step. Sometimes specific to ADA guests.
  - Barbecue, All Equine Events, Rodeo, Livestock Show, Judging Contests, Uptown Hoedown
- ID Checker: Check guests' IDs and place wristbands on patrons 21 years of age and older.
  - Rodeo
- Museum Attendant: Welcome visitors to the Museum and promote American Royal events.
  - School Tours, Home & Farm Shows (3<sup>rd</sup> Party Events)
- Numbering Aide: Assist in numbering cattle ties or hog barn.
  - Livestock Show
- Program Distributor: Sell show programs to guests and exhibitors. Mark pre-purchased programs off list once picked up.
  - UPHA Horse Show
- Ticket Taker: Greet guests as they arrive and take guest tickets at entrance to Hale Arena.
  - Cutting Horse Show, Hunter/Jumper Horse Show



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## **Hospitality**

Food & beverage service

- Bartender: Serve drinks and tend to the bar. Help set up and clean up.
  - Livestock Show (Beer Garden)
- Cook: Prepare food for hospitality room.
  - Rodeo
- Hospitality/Party Attendant: Refill drink containers, replenish food/snacks and supplies, keep area clean, etc. Help set up and man Hospitality as needed.
  - Barbecue, Rodeo, Judging Contests
- Server: Assist with set-up and serve food and drinks. Move prepared food from kitchen to buffet table.
  - Livestock (Exhibitor Social)

## **Leadership**

Committees & Some lead roles. Contact Event Manager or Volunteer Manager if interested.

## **Office Support**

Support in the AR Office outside of events with mailings, packets, stuffing, organizing, etc. Contact Volunteer manager if interest, roles not found on signup sheets.

## **Operations**

Technical, logistical, operational and behind the scenes

- Barrel Raker: Rake around arena barrels between barrel racing runs.
  - Rodeo
- Cart Clerk: Check in and out carts to pre-determined volunteers. Keep track of carts and who has them at all times. There are rules and regulations to the carts concerning who can use them and where. The Cart Clerk must not only abide by these rules, but also provide them to all who are utilizing the carts.
  - Barbecue
- Electrical Crew: Assist with pulling and laying out power cables throughout competition space.
  - Contact Barbecue Manager or Volunteer Manager if interested.
- Gates/Ribbons Attendant: Open and close arena gates during the show. Assist with distribution of ribbons.
  - All Equine Events
- Lunch Runner: Unload school lunches from buses and deliver to designated section in Hale Arena.
  - School Tours
- Meat Inspector: Inspect competition meats from each team in the Open competition. Training will take place prior to inspections and volunteers will receive check sheets to complete for each team.
  - Barbecue



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- Mutton Busting Assistant: Assist young rodeo participants with gear and prepare for ride.
  - Rodeo
- Tabulator: Tabulate scores from Judging Contest.
  - Judging Contests

## Tours

Group management during tours. Not meant to be subject matter expert.

- Group Leader: Lead student groups through educational exhibits or contest segments.
  - School Tours, Judging Contest
- Tour Guide: Escort guests in group through the tour/event. Guests will experience a behind the scenes look at the event. Guides will be assigned to specific, pre-determined tents. Sometimes required to distribute and collect scoring documents (Party of the Year).
  - Barbecue (Royal Tours, Party of the Year), Rodeo

## Transportation

Operations roles that include a driving component

- Delivery Crew: Load and deliver ice, water, pellets & charcoal to BBQ contestants. Receive orders over the radio and then deliver the entire order to the BBQ contestant. Operate golf cart.
  - Barbecue
- Tack Taxi Driver: Help exhibitors load, unload and transport their tack/equipment. Operate Gator or golf cart.
  - All Equine Events, Livestock Show, Rodeos