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

HUNTER JUMPER SHOWS - Contact Show Manager: Emily Franklin [hj@pvra.com](mailto:hj@pvra.com)  
March 16 – April 13 – May 11 – June 8 – August 24  
Show booth opens at 7 AM, Show starts at 8:30 AM

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

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BARREL RACING – Contact Show Manager: Tammi Johnson [Rodeocowgurl14377@gmail.com](mailto:Rodeocowgurl14377@gmail.com)  
March 6 – November 23 – December 28 – Gates open at 3 PM  
April 20 – May 18 – June 15 – July 13 – August 17 – October 19 – Gates open at 8 AM

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

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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	
<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>	
<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

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<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

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GYMKHANA SHOW – Contact Show Manager: Sally Lin Lutz  
[gymkhana@pvra.com](mailto:gymkhana@pvra.com) - [supersonicblue1@gmail.com](mailto:supersonicblue1@gmail.com)

March 23 – April 20 – May 11 – June 22 – July 13 – August 17 – October 19 – November 9 - Show  
starts at 5:00 PM

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

Volunteer Signup: To fulfill your membership volunteer hours please sign up for this show series.  
(You can pick dates and job functions) <https://www.signupgenius.com/go/20F0F44A5AE2CA7F58-46398145-2024>

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OPEN SHOW – Contact Show Manager: Holly Hart [snafflebit14@gmail.com](mailto:snafflebit14@gmail.com)  
 858-352-8402

March 24 - April 14 – May 12 – June 9 – Show booth opens at 8 AM - Show starts at 9:00 AM

***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 - 7:30 AM
<b>Ring Steward</b>	Stands with the judge in the arena, passes the different gaits, instructions for the class and class results from the judge to the announcer. Walks the score sheet over to the booth.	8:30 AM – until rail classes conclude.
<b>Trail Gate Person</b> 1 person all day or split shifts	Sits at the entrance to the trail arena and checks in each rider/horse and then lets the judge know the exhibitor number and the class they are entering.	8:30 AM – until trail classes conclude.
<b>Trail Scribe</b> 1 person all day	Writes down judge's comments quickly and neatly	8:30 AM – until trail classes conclude and the judge no longer needs you.
<b>In Gate</b> 1 person all day	Calls off exhibitors by class to enter arena. Opens gate to allow exhibitors in	8:30 AM until conclusion of show
<b>Out Gate</b> 1 person all day	Opens out gate for exhibitors to exit class, gives out ribbons	8:30 AM until conclusion of show
<b>Post-Show Clean-up</b> 2 people	Cleans-up trash, and manure in trailer area	End of show - 1 hour?