

# **NATIONAL BUICK MEET VOLUNTEER DESCRIPTION**

## **JUDGING ADMINISTRATOR**

**SUPERVISOR:** National Meet Registrar

**GOAL:** Manage the clerks who are verifying the judging tallies and support the registrar in preparing the awards list

**HOURS OF OPERATION:** Saturday, 10AM-6PM

**NUMBER OF VOLUNTEERS:** 17

**TIME:** 8+ hours, dependent on number of registered vehicles being judged

**PHYSICAL EXERTION:** Walking, Standing, Some Lifting.

**OTHER:** Patience! Have a thorough understanding of each Clerk Function and the ability to communicate the process of each station to the volunteers. Have the ability to manage 16 different personalities under a time sensitive, detail imperative, accurate reporting process.

### **DUTIES of ADMINISTRATOR:**

- Report to registration room on time
- Receive the Volunteers
- Instruct each volunteer in their specific duty and process. Show each volunteer where their station is.
- Provide the appropriate supplies needed to perform the job.
- Provide refreshments and breaks as allowed.
- Answer process questions as they arise.
- Interface with the Registrar as needed.
- Collect supplies as the stations are shut down.

### **VOLUNTEER POSITIONS TO MANAGE:**

CHECK-IN CLERK (1)  
GENERAL REVIEW CLERK (1)  
MANDATORY DEDUCTION CLERK (2)  
GOPHER (1)  
JUDGES ROSTER CLERK (1)  
MATH REVIEW CLERK (4)  
SUMMARY CLERK (4)  
SUMMARY VERIFICATION CLERK (1)  
DATA ENTRY CLERKS (2)