JOB DESCRIPTION

POSITION: Assistant Charter

LOCATION: Horse Racing New Brunswick

STATUS: Event – Hourly

DATE TO OFFER: March 01, 2009

GENERAL RESPONSIBILITIES:

- Communication with MPHRC Judges, Officials and staff.
- Creating and maintaining appropriate and official race records for each live racing event.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Ability to efficiently and effectively record race positions on appropriate charts.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email.
- Able to communicate effectively: both written and verbally.
    - Communicate and work with staff and volunteers with attention to detail and immediate follow up.
- Good vision and recollection of saddle cloth colors and numbers.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:
The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.

MAIN RESPONSIBILITIES:

- Observe horse race, write out description of race as called by the Charter;
- Record statistical and related data on race for use in official racing records;
- Record call outs of horse numbers, positions, estimate of distances of horses from inside rail and between horses.
- Revise record of order and distance between horses at finish line if different from intercom announcement of official results.
- Copy identifying information, such as horse names and drivers, from racing form onto record.
- Transcribe race results, such as winning and intermediate times, purse, and prices paid to bettors from tote board onto record.
- Contacts judges for decisions on foul claims and notes record accordingly.