2020 FIRST® Championship Volunteer Role Descriptions for FIRST® LEGO® League

FIRST® LEGO® League is currently seeking volunteers to support the FIRST LEGO League World Festival at FIRST Championship. This unique event experience celebrates the CITY SHAPER™ Challenge season. Volunteers will interact with FIRST LEGO League teams from around the world and serve as role models for youth ages 9 - 16 by helping to make the World Festival experience welcoming, fun and exciting.

To be considered for a World Festival volunteer position, all interested volunteers must register in the Volunteer Registration system. Please visit your FIRST account or create an account if you are new to FIRST at http://my.firstinspires.org/Dashboard/.

Volunteers are responsible for their own travel and hotel expenses. However, you can find travel discounts for each city at https://www.firstchampionship.org/. Meals during volunteer working shifts are provided. Volunteer shirts are provided as appropriate for each position.

Positions that do not require training or FIRST LEGO League experience are filled on a first-come, first-served basis. For more information please contact Kathleen McArdle for Houston and Kathy Levine for Detroit.

Available Volunteer Positions for FIRST LEGO League World Festival at FIRST Championship Houston and FIRST Championship Detroit (click volunteer role name to jump to description):

Assistant Scorekeeper
Field Resetter
Judge Assistant
Judging Queuer
Project Judge
Core Values Judge
Robot Design Judge
Load-in/Load-out
Pit Runner
Practice Table Assistant
Robot Game Queuer
Referee
Team Registration Assistant
Score Runner
Usher (FIRST LEGO League Encore and FIRST LEGO League Awards Ceremony)
Volunteer Role Descriptions:

Assistant Scorekeeper

Position Summary: Assists the Scorekeeper in entering the robot game scores into the computer from the Referees' score sheets. Assistant helps Scorekeeper verify accuracy of entries.

Benefits of the Position:
- Opportunity to observe robot game matches
- Opportunity to contribute to the success of the competition flow
- Opportunity to work in an exciting, fun, highly-charged environment

Activities and Responsibilities:
- Attend training
- Help set-up the scorekeeping system; ensure equipment functions properly
- Help enter scores in scoring computer from score sheets provided by Score Runners to verify accuracy
- Assist with breakdown of scoring system and Field

Experience and Skills Needed:
- Ability to collaborate with others, work as a member of a team
- Solid computer skills
- Detail oriented; driven to achieve high level of accuracy
- Ability to sit for long periods of time
- FIRST experience not required

Tentative Schedule of Activities:
- Wednesday 4:00 p.m. – 5:00 p.m. – position training
- Thursday 8:00 a.m. - 3:30 p.m. and
- Friday 8:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:
- Scorekeeper and Field Manager provide direct supervision.
- Oversight by FIRST LEGO League Volunteer Coordinator.

Field Resetter

Position Summary: Repairs and resets the robot game Field after each team match. The Field Resetter plays a critical role in ensuring smooth flow of match play and maintaining pace of the
event. Duties need to be performed efficiently and precisely. Position serves as role model for team members.

Benefits of the Position:
- Opportunity to observe robot game matches
- Interacts with teams
- High visibility role
- Opportunity to contribute to the success of the competition flow
- Opportunity to work in an exciting, fun, highly-charged environment

Activities and Responsibilities:
- Attend training
- Reset Field after each team match
- Check Field after match for debris and remove
- Check Field for damage; fix/replace as needed
- Retrieve objects that fall outside the playing Field
- Supervise the teams collecting their robot and attachments to assure that Field pieces are not taken inadvertently
- Prepare Field at end of day for the following day's play

Experience and Skills Needed:
- Ability to collaborate with others, work as a member of a team
- Ability to take direction
- Ability to effectively relate to youth
- Physically active role; ability to stand for entire working time and move quickly about the Field.
- Basic knowledge of the FIRST LEGO League robot rules and CITY SHAPER\textsuperscript{SM} field set-up preferred
- Regional FIRST LEGO League experience as a Field Resetter this season preferred

Tentative Schedule of Activities:
- Wednesday 4:00 p.m. – 5:00 p.m. – position training
- Thursday 8:00 a.m. - 3:30 p.m. AND
- Friday 8:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision
- Head Referee provides direct supervision.
- Oversight by FIRST LEGO League Volunteer Coordinator.

Judge Assistant
Position Summary: Position manages team traffic before and after judging sessions. Responsible for keeping judging sessions on schedule, keeping waiting teams quiet, and assuring teams are in their correct judging location. (The Judge Assistant does not interview teams or participate in awards selection process).

Benefits of the Position:
- Interacts with teams
- Opportunity to work with Judges
- Opportunity to contribute to the success of the judging flow

Activities and Responsibilities
- Attend training
- Assist Judge Advisor to keep judge panel on schedule
- Respond to team questions and needs
- Respond to judge questions and needs
- Assist with breakdown and packing of judging rooms
- Assist Judge Advisor in preparation for awards ceremony (3 volunteers)
- Other duties as required to ensure smooth judging flow

Experience and Skills Needed:
- Outgoing personality
- Ability to effectively relate to youth and adults
- Strong interpersonal/communication skills
- Ability to stand for long periods of time
- Three Friday volunteers need literacy in Microsoft Office, and must have good organization skills
- No FIRST experience needed

Tentative Schedule of Activities:
- Wednesday 4:00 p.m. – 5:00 p.m. - position training
- Thursday 7:30 a.m. - 5:30 p.m.
- Friday 8:30 a.m. - 5:00 p.m. (three volunteers)

Reporting Relationships and Supervision:
- Judge Advisor, Head Judges, and Head Judge Assistant provide direct supervision.
- Oversight by FIRST LEGO League Volunteer Coordinator and FIRST LEGO League staff person supporting judging.

Judging Queuer
Position Summary: Serves as messenger to teams by providing and distributing critical information. Helps find teams and move them to judging queuing area at the correct time. Plays a vital role in maintaining the pace of the event.

Benefits of the Position:
- Interacts with teams
- Opportunity to work in exciting, fun, highly-charged environment

Activities and Responsibilities:
- Notify teams of information and/or guide teams to different areas
- Answer questions from teams and guests

Experience and Skills Needed:
- Strong interpersonal/communication skills
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- Ability to move quickly from one area to another
- Ability to take direction
- FIRST experience not required

Tentative Schedule of Activities:
- Wednesday 4:00 p.m. – 5:00 p.m. - position training
- Thursday 7:30 a.m. – 3:30 p.m.

Reporting Relationships and Supervision:
- Head Judging Queuer provides direct supervision.
- Oversight by FIRST LEGO League Volunteer Coordinator.

Project Judge

Position Summary: Evaluates teams based on FIRST LEGO League project rubric through interaction with teams. Contributes to the deliberative process for selecting award recipients. Position serves as a role model for the team members. May assist in award ceremony script writing for teams observed.

Benefits of the Position:
- Interacts with teams
- High visibility role
- Significant level of responsibility
- Opportunity to impact positively quality of event and team experience
- Judges’ polo shirts provided
Activities and Responsibilities:
- Interview and observe teams in the judging rooms, pit, and on the playing Field
- Participate on judge panel to decide team award recipients
- Participate in the closing ceremony and assist with award presentations to teams

Experience and Skills Needed:
- Strong assessment skills
- Strong interpersonal/communication skills
- Ability to relate effectively to youth and adults
- Ability to collaborate with others, work as a member of a team
- Superior knowledge of FIRST LEGO League, of award criteria and selection process
- Ability to move about the facility
- Experience as a Project Judge at a FIRST LEGO League Championship Tournament this season strongly preferred
- Current season FIRST LEGO League certification as a Project Judge

Training: Mandatory completion and passing of FIRST LEGO League Judge and Project Judge certification are required by March 15 (approximately 1-2 hours).

Tentative Schedule of Activities (Thursday and Friday are both REQUIRED):
- Wednesday, 3:30 p.m. - 5:00 p.m. - mandatory judge orientation and training
- Thursday 7:30 a.m. - 5:00 p.m. - Judging sessions
- Friday 7:00 a.m. - 5:00 p.m. (or possibly later) – team visits, deliberation and award determination
- Saturday 10:00 a.m. - 11:00 a.m. – medal ceremonies and 3:00 p.m. - 5:00 p.m. - closing ceremonies (optional)

Reporting Relationships and Supervision:
- Judge Advisor and Head Judges provide direct supervision.
- Oversight by FIRST LEGO League Volunteer Coordinator and FIRST LEGO League staff person supporting judging.

Core Values Judge

Position Summary: Evaluates teams based on FIRST LEGO League Core Values rubric through interaction with teams. Contributes to the deliberative process for selecting award recipients. Position serves as a role model for the team members. May assist in award ceremony script writing for teams observed.

Benefits of the Position:
- Interacts with teams
• High visibility role
• Significant level of responsibility
• Opportunity to impact positively quality of event and team experience
• Judges’ polo shirts provided

Activities and Responsibilities:
• Interview and observe teams in the judging rooms, pit, and on the playing Field
• Participate on judge panel to decide team award recipients
• Participate in the closing ceremony and assist with award presentations to teams

Experience and Skills Needed:
• Strong assessment skills
• Strong interpersonal/communication skills
• Ability to relate effectively to youth and adults
• Ability to collaborate with others, work as a member of a team
• Superior knowledge of FIRST LEGO League, of award criteria and selection process
• Ability to move about the facility
• Experience as a Core Values Judge at a FIRST LEGO League Championship tournament
  this season strongly preferred
• Current season FIRST LEGO League certification as a Core Values Judge

Training: Mandatory completion and passing of FIRST LEGO League Judge and Core Values
  Judge certification are required by March 15 (approximately 1-2 hours).

Tentative Schedule of Activities (Thursday and Friday are both REQUIRED):
• Wednesday, 3:30 p.m. - 5:00 p.m. - mandatory judge orientation and training
• Thursday 7:30 a.m. - 5:00 p.m. - judging sessions
• Friday 7:00 a.m. - 5:00 p.m. (or possibly later) – team visits, deliberation and award
determination
• Saturday 10:00 a.m. - 11:00 a.m. – medal ceremonies and 3:00 p.m. - 5:00 p.m. - closing
  ceremonies (optional)

Reporting Relationships and Supervision:
• Judge Advisor and Head Judges provide direct supervision.
• Oversight by FIRST LEGO League Volunteer Coordinator and FIRST LEGO League staff
  person supporting judging.

Robot Design Judge

Position Summary: Evaluates teams based on FIRST LEGO League Robot Design rubric through
  interaction with teams. Contributes to the deliberative process for selecting award
recipients. Position serves as a role model for the team members. May assist in award ceremony script writing for teams observed.

Benefits of the Position:
- Interacts with teams
- High visibility role
- Significant level of responsibility
- Opportunity to impact positively quality of event and team experience
- Judges’ polo shirts provided

Activities and Responsibilities:
- Interview and observe teams in the judging rooms, pit, and on the playing Field
- Participate on judge panel to decide team award recipients
- Participate in the closing ceremony and assist with award presentations to teams

Experience and Skills Needed:
- Strong assessment skills
- Strong interpersonal/communication skills
- Ability to relate effectively to youth and adults
- Ability to collaborate with others, work as a member of a team
- Superior knowledge of FIRST LEGO League, of award criteria and selection process
- Understanding of engineering principles and/or computer programming
- Ability to move about the facility
- Experience as a Robot Design Judge at a FIRST LEGO League Championship Tournament this season strongly preferred
- Current season FIRST LEGO League certification as a Robot Design Judge

Training: Mandatory completion and passing of FIRST LEGO League Judge and Robot Design Judge certification are required by March 15 (approximately 1-2 hours).

Tentative Schedule of Activities (Thursday and Friday are both REQUIRED):
- Wednesday 3:30 p.m. - 5:00 p.m. - mandatory judge orientation and training
- Thursday 7:30 a.m. - 5:00 p.m. - judging sessions
- Friday 7:00 a.m. - 5:00 p.m. (or possibly later) – team visits, deliberation and award determination
- Saturday 10:00 a.m. - 11:00 a.m. – medal ceremonies and 3:00 p.m. - 5:00 p.m. - closing ceremonies (optional)

Reporting Relationships and Supervision:
- Judge Advisor and Head Judges provide direct supervision.
- Oversight by FIRST LEGO League volunteer coordinator and FIRST LEGO League staff person supporting judging.
Load-in/Load-out

**Position Summary:** Helps set-up or breakdown the event. May be assigned to set-up or breakdown a specific area of the event. This is a physically active, behind-the-scenes role.

**Experience and Skills Needed:**
- *FIRST* experience not required
- Ability to lift 25 pounds and move about the facility

**Tentative Schedule of Activities:**
- Tuesday 10:00 a.m. - 5:00 p.m. (possible evening hours)

**Reporting Relationship and Supervision:**
- *FIRST* LEGO League staff leads in designated areas (robot game, pits, etc.)
- Oversight by *FIRST* LEGO League volunteer coordinator.

Pit Runner

**Position Summary:** Serves as messenger to teams by providing and distributing critical information. Helps find teams and move them to robot game queuing area at the correct time. Plays a vital role in maintaining the pace of the event.

**Benefits of the Position:**
- Interacts with teams
- Opportunity to work in exciting, fun, highly-charged environment

**Activities and Responsibilities:**
- Notify teams of information and/or guide teams to different areas
- Answer questions from teams and guests
- Assist with distribution of match list to teams as needed
- Assist with breakdown and packing of *FIRST* LEGO League pits

**Experience and Skills Needed:**
- Strong interpersonal/communication skills
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- Ability to move quickly from one area to another
- Ability to take direction
- *FIRST* experience not required

**Tentative Schedule of Activities:**
• Wednesday 4:00 p.m. – 5:00 p.m. - position training (if available to attend)
• Possible workday(s)
  • Wednesday 1:00 p.m. – 5:00 p.m. (provide security around robot game area)
  • Thursday 7:30 a.m. – 3:30 p.m.
  • Friday 8:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:
• Head Robot Game Queuer provides direct supervision.
• Oversight by FIRST LEGO League Volunteer Coordinator.

Practice Table Assistant

Position Summary: Provides direction, assistance, information, and support to teams at practice tables in the pit. Position helps manage the practice table schedule and oversight of Field model pieces.

Benefits of the Position:
• Interacts with teams
• Opportunity to observe teams’ robots perform

Activities and Responsibilities:
• Assist with practice table sign-up
• Assist with re-setting practice tables as needed
• Answer questions from teams and guests
• Assist with breakdown and pack up practice tables on Friday

Experience and Skills Needed:
• Strong interpersonal/communication skills
• Ability to effectively relate to youth and adults
• Ability to stand for long periods of time
• Ability to take direction
• FIRST experience and a general knowledge of the FIRST LEGO League robot game table helpful

Tentative Schedule of Activities:
• Wednesday 4:00 p.m. – 5:00 p.m. - position training (if available to attend)
• Possible Workday(s)
  o Thursday 7:00 a.m. - 5:00 p.m.; position training immediately preceding shift
  o Friday 7:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:
• Practice table manager provides direct supervision.
Robot Game Queuer

**Position Summary:** Manages team traffic around the playing Field; stages and positions teams in preparation for the start of robot game matches. Position plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

**Benefits of the Position:**
- Opportunity to observe robot game matches
- Interacts with teams
- Opportunity to contribute to the success of the competition flow
- Opportunity to work in an exciting, fun, highly-charged environment

**Activities and Responsibilities:**
- Attend training
- Stage and position teams for matches
- Restrict access to Field for unauthorized individuals
- Maintain an uninterrupted flow of teams to the playing Field
- Direct teams to competition tables and facilitate team departure from Field
- Assist with Field breakdown as asked

**Experience and Skills Needed:**
- Strong leadership, interpersonal, and communication skills
- Ability to effectively relate to youth and adults
- Ability to collaborate with others, work as a team member
- Ability to stand for long periods of time
- *FIRST* experience not required

**Tentative Schedule of Activities:**
- Wednesday 4:00 p.m. – 5:00 p.m. - mandatory position training
- Thursday 8:00 a.m. - 3:30 p.m.
- Friday 8:30 a.m. - 5:00 p.m.

**Reporting Relationship and Supervision:**
- Field managers provides direct supervision.
- Oversight by *FIRST* LEGO League Volunteer Coordinator.

Referee
Position Summary: Observes team matches, identifies rule violations, assesses Field for scoring of matches and participates in deliberations regarding contested calls. Position works under the direction of the Head Referee. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Position serves as a role model for team members.

Benefits of the Position:
- Observes robot games; fast-paced action
- Interacts with teams and coaches
- High visibility role
- Significant level of responsibility
- Opportunity to positively impact quality of event and team experience
- Commemorative volunteer shirt provided (referee shirt provided while onsite)

Activities and Responsibilities:
- Put team members at ease
- Observe matches, "call" rule infractions, determine penalties
- Participate in deliberations regarding contested calls
- Complete and submit a scoring sheet after each match to score runners
- Participate in discussions with head referee and other referees to determine official match scores
- Monitor and promote sage practices on and around the playing field

Experience and Skills Needed:
- Ability to "take charge;" be assertive but tactful
- Superior knowledge of the FIRST LEGO League robot game rules and missions (including robot game updates)
- Outgoing personality; high energy
- Strong communication, diplomacy skills
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Ability to stand for long periods of time and quickly move about the Field
- Strong assessment skills
- FIRST LEGO League experience as a Referee is required, Championship experience as a Referee for current season strongly preferred

Training: Advance understanding of current season robot game and all robot game rules required. Communication with head referee prior to the event. Mandatory training onsite Wednesday afternoon.

Tentative Schedule of Activities:
- Wednesday, 4:00 p.m. - 5:00 p.m. - mandatory orientation and training
- Thursday 8:00 a.m. - 3:30 p.m. - practice rounds
• Friday 8:30 a.m. - 5:00 p.m. - competition rounds
• Saturday 10:00 a.m. - 11:00 a.m. – medal ceremonies, and 3:00 p.m. - 5:00 p.m. - closing ceremonies (optional)

Reporting Relationship and Supervision:
• Head Referee provides direct supervision.
• Oversight by FIRST LEGO League Volunteer Coordinator.

Team Registration Assistant

Position Summary: Assists with FIRST LEGO League team registration. Position provides direction, assistance, and information to FIRST LEGO League coaches and other adults accompanying teams. Position distributes team materials.

Benefits of the Position:
• Interacts with coaches
• First ‘face’ of World Festival

Activities and Responsibilities:
• Assist with area set-up and breakdown
• Greet and check-in teams as they arrive; ensure all paperwork is complete and collected
• Distribute badges, registration materials, and other related items to teams
• Provide information and direction to teams and guests

Experience and Skills Needed:
• Ability to "take charge"; be assertive but tactful
• Cheerful and friendly; you are the first ‘face’ of FIRST LEGO League for World Festival
• Ability to collaborate with others, work as a team member
• Attention to detail
• FIRST experience helpful

Tentative Schedule of Activities:
• Wednesday 10:00 a.m. - 3:00 p.m. - position training immediately preceding shift

Reporting Relationships and Supervision:
• FIRST LEGO League staff person in charge of team registration provides direct supervision.
• Oversight by FIRST LEGO League Volunteer Coordinator.
Score Runner

Position Summary: Expedites the scoring process by collecting the score sheets from the Referees and bringing them to the scoring table.

Benefits of the Position:
- Opportunity to observe robot game matches
- Opportunity to contribute to the success of the competition flow
- Opportunity to work in an exciting, fun, highly-charged environment

Activities and Responsibilities:
- Bring score sheets from Referees to Assistant Scorekeeper
- Assist with general Field or scorekeeping tasks as assigned
- May be asked to bring final round scores to judging room
- May assist with set-up and breakdown of scoring system and/or Field

Experience and Skills Needed:
- Self-directed individual
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- FIRST experience not required

Tentative Schedule of Activities:
- Wednesday 4:00 p.m. – 5:00 p.m. - position training
- Possible work day(s)
  - Thursday 8:00 a.m. - 3:30 p.m.
  - Friday 8:30 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:
- Scorekeeper and Field Manager provide direct supervision.
- Oversight by FIRST LEGO League Volunteer Coordinator.

Usher (FIRST LEGO League Encore and FIRST LEGO League Awards Ceremony)

Position Summary: Assists with organizing traffic flow during the FIRST LEGO League Events and Ceremonies. Ushers often hold other roles at World Festival.

Experience and Skills Needed:
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
• *FIRST* experience not required

**Possible Time Commitment:**
• Saturday morning (*FIRST* LEGO League Encore) – 9:30 a.m. – 12:00 p.m.

**Reporting Relationships and Supervision:**
• *FIRST* LEGO League staff leads in charge of encores provides direct supervision.
• Oversight by *FIRST* LEGO League Volunteer Coordinator.