



## Championship Volunteer Role Descriptions

\*Please note: The minimum age to volunteer at *FIRST*<sup>®</sup> Championship is 15.

Some roles within this document are not *FIRST*<sup>®</sup> Robotics Competition specific and help support all aspects of the event. Additional Custom roles (not detailed in this document) may become available.

Signup for all roles through [Volunteer Registration](#)

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## Attendee Registration Assistant

Attendee Registration Assistants for *FIRST* Championship work under the direction of the Volunteer Resource Department staff at the attendee Registration Desk to register all attendees for the event. The Registration Desk is located on the First Level in the main concourse near the Information Booth. This role works in tandem with Conference Direct staff to register attendees and provide event badges and ribbons. Attendees include teams, spectators, sponsors, staff, volunteers, vendors, and more. This person must be customer service orientated, reliable to show up on time, and prepared to be the face of *FIRST* while welcoming attendees to *FIRST* Championship with *Gracious Professionalism*®.

### Duties:

- Welcome attendees.
- Distribute event badges and ribbons.
- Provide additional swag when necessary.
- Assist with stocking supplies.
- Answer Questions.

### Experience and Skills Needed

- Knowledge of *FIRST* not required but preferred.
- Friendly personality.
- Able to take direction and follow through.
- Self-directed individual.
- Strong communication skills.
- 18 and older preferred.

### Championship Volunteer Time Commitment

- Volunteers are needed Tuesday – Saturday.
- Shifts are 5 - 6 hours long and include a meal break.
- Can be divided among multiple volunteers for the duration of the event.

*More information with times will be sent before the event.*

### Training

Volunteers will be invited to a video call training including an introduction to the Stream Point registration system, custom resources, and the Event Guide ahead of the event for preparation and training.

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* HQ Staff from the Volunteer Resources Department
- Secondary Supervision: Conference Direct Staff and *FIRST* HQ Events Staff

## Conference Attendant

The Conference Attendant for the Championship Conferences will oversee implementation of the Championship Conferences. The Conference Attendant will locate and set up the Conference table using provided materials, and man the table during hours of operation.

### Responsibilities

- Assist presenters
- Staff the conference information table and welcome attendees during hours of operation
- Provide information to conference attendees

### Experience and Skills Needed

- *FIRST* experience not required
- Friendly personality
- Able to take direction and follow thru
- Self-directed individual
- Strong communication skills

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Friday.
- Can be divided among multiple volunteers for the duration of the event.

*More information with times will be sent before the event.*

### Training

Training will be provided on site.

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* HQ Staff

## Control System Advisor

The Control System Advisor (CSA) for *FIRST* Robotics Competition assist teams with Robot Control System-related issues. Works in collaboration with the *FIRST* Technical Advisor and/or Robot Inspectors, who may direct teams experiencing issues on the field or in the pits to the CSA for assistance. CSAs at the Championship events must follow the role description for a traditional [CSA](#).

### Experience Needed

- Control System Advisors for the Championship events must be a CSA at a minimum of two official *FIRST* Robotics Competition events during the current or previous competition seasons with at least one occurring during the present season.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Saturday Afternoon.

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: National Instruments CSA Lead
- On-site guidance: Chief CSA (Kevin O'Connor)

## Emcee

The Emcee for *FIRST* Robotics Competition is the individual primarily responsible for setting the tone of the competition. They create and sustain an exciting, fun atmosphere throughout the event, embody the spirit of *FIRST* and are the consummate *FIRST* ambassadors. Emcees at the Championship events must follow the role description for a traditional [Emcee](#).

### Experience Needed

- Emcees for the Championship events must be an Emcee at a minimum of two official *FIRST* Robotics Competition events during the current or previous competition seasons with at least one occurring during the present season.
- Emcees for the Championship events will be selected and approved by *FIRST* staff. If interested, please email [Blair@firstinspires.org](mailto:Blair@firstinspires.org) early in the season to be considered.

### Championship Volunteer Time Commitment

- Minimum 3 full day (Thursday, Friday, and Saturday) commitment at event

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: Chief Emcee - Blair Hundertmark
- On-site guidance: Volunteer Coordinator

## Field Assembly

Field Assembly volunteers for *FIRST* Robotics Competition assist with assembly of the competition playing fields and the practice fields on event set-up day. Field Assembly volunteers at the Championship events must follow the role description for a traditional [Field Assembly/Disassembly](#) volunteer.

### Experience Needed

- Prefer volunteers with experience with field assembly.

#### Championship Volunteer Time Commitment

- Volunteers are needed all day Tuesday

*More information with times will be sent before the event.*

### Training

Field Supervisors, *FIRST* Technical Advisors, and *FIRST* HQ staff will provide on-the-job training and direction.

### Reporting Relationships and Supervision

- Direct supervision: Field Supervisors, *FIRST* Technical Advisors, and/or *FIRST* HQ Staff

## Field Disassembly

Field Disassembly volunteers for *FIRST* Robotics Competition assist with disassembly of the competition playing fields. Field Disassembly volunteers at the Championship events must follow the role description for a traditional [Field Assembly/Disassembly](#) volunteer.

### Experience Needed

- Prefer volunteers with experience with field disassembly.

#### Championship Volunteer Time Commitment

- Volunteers are needed Saturday afternoon and possibly into early evening

*More information with times will be sent before the event.*

### Training

Field Supervisors, *FIRST* Technical Advisors, and *FIRST* HQ Staff provide on-the-job training and direction.

### Reporting Relationships and Supervision

- Direct supervision: Field Supervisors, *FIRST* Technical Advisors, and/or *FIRST* HQ Staff



## Field Resetter

Field Resetter volunteers for *FIRST* Robotics Competition resets the playing field after each team match. They play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Duties need to be performed efficiently. This position can be very physically active and demanding. Field Resetters at the Championship events must follow the role description for a traditional [Field Resetters](#).

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday afternoon – midday Saturday.
- Possibly until 6:00 PM Saturday if you are selected to staff Einstein.

*More information with times will be sent before the event.*

## Training

The Field Supervisor conducts training on site and provides guidance during the competition.

## Reporting Relationships and Supervision

- Direct supervision: Field Supervisor
- On-site guidance: Field Volunteer Coordinator

## Field Supervisor

Field Supervisors for *FIRST* Robotics Competition supervise field assembly and disassembly in collaboration with the *FIRST* Technical Advisor. This is a critical role in the competition as they direct activity on the field to ensure efficient execution of the matches, maintain the pace of the event, and smooth flow of match play. Field Supervisors at the Championship events must follow the role description for a traditional [Field Supervisor](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

## Experience Needed

- Field Supervisors for the Championship events must be a Field Supervisor at a minimum of 2 official *FIRST* Robotics Competition events during the current or previous competition seasons with at least one occurring during the present season.
- Field Supervisors for the Championship events will be selected and approved by *FIRST* staff.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday afternoon – Saturday
- Possibly Saturday evening if you are selected to staff Einstein.
- Optional – Assist with field assembly on Tuesday
- Preferred - Assist with field disassembly on Saturday

*More information with times will be sent before the event.*

## Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Technical Advisor provides support and advice during the event
- On-site Guidance: Chief Field Supervisors

## Field Supervisor (Practice Field)

The Field Supervisors for *FIRST* Robotics Competition Practice Fields supervise the two full size practice fields and adjacent playground (wooden practice field elements) practice areas in collaboration with the *FIRST* Technical Advisors assigned to this area. This role provides assistance to allow teams sufficient time to practice with the real field elements, as well as the adjacent playground. They supervise field reset crews for maintaining and resetting game pieces as well as assisting with small field repairs as needed. The Field Supervisor for the Practice Fields will make timely repairs, as needed, and work with the FTA when teams are running robots both tethered and wireless connections. Field Supervisors for the Practice Fields at the Championship events must follow the role description for a traditional [Field Supervisor](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Experience and Skills Needed

- Field Supervisors for the Practice Fields at the Championship event must be a Field Supervisor at a minimum of one official *FIRST* Robotics Competition event during the current competition season.
- Some knowledge of how robots are connected to the field is helpful.
- These volunteers for the Championship events will be selected and approved by *FIRST* staff.

### Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Friday evening.
- Assistance with teardown of the practice fields and playground area on Friday evening.
- Optional – Assist with field assembly on Tuesday.

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* Technical Advisor provides support and advice during the event
- On-site Guidance: Chief Field Supervisors and Pit Volunteer Coordinator

## **FIRST Technical Advisor (FTA)**

The *FIRST* Technical Advisor is responsible for keeping the *FIRST* Robotics Competition field running smoothly, safely, and in accordance with *FIRST* requirements, working in collaboration with event staff, other key volunteers at the event, and *FIRST* HQ staff. The *FIRST* Technical Advisor reports to *FIRST* HQ. FTAs at the Championship events must follow the role description for a traditional [FIRST Technical Advisor](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service

### **Experience Needed**

- FTAs for the Championship events must be an FTA at a minimum of two official *FIRST* Robotics Competition events during the current or previous competition seasons with at least one occurring during the present season.
- FTAs for the Championship events will be selected and approved by *FIRST* staff.

#### **Championship Volunteer Time Commitment:**

- FTAs are often among the first volunteers to arrive at an event and among the last to leave

*More information with times will be sent before the event.*

### **Reporting Relationships and Supervision**

- FTAs report to *FIRST* HQ. FTAs collaborate closely with event staff, the *FIRST* Technical Advisor Assistant (FTAA), other key volunteers, and *FIRST* HQ staff to ensure a successful event.

## Game Announcer

The Game Announcer for *FIRST* Robotics Competition works as part of a team with the Emcee to energize the teams and spectators to generate interest and enthusiasm throughout the matches. Game Announcers at the Championship events must follow the role description for a traditional [Game Announcer](#).

### Experience Needed

- Game Announcers for the Championship events must have been a Game Announcer at a minimum of two official *FIRST* Robotics Competition events during the current or previous competition seasons with at least one occurring during the present season.
- Game Announcers for the Championship events will be selected and approved by *FIRST* staff. If interested, please email [Blair@firstinspires.org](mailto:Blair@firstinspires.org) early in the season to be considered.

### Championship Volunteer Time Commitment

- Minimum 3 full day (Thursday, Friday, and Saturday) commitment at event

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: Chief Emcee - Blair Hundertmark
- On-site guidance: Volunteer Coordinator

## Head Referee

The Head Referees for *FIRST* Robotics Competition are responsible for directing and supervising all Referees. They oversee all scoring processes and procedures but at the Championship events report to the Chief Referees and *FIRST* staff liaison. Works and interacts with students, volunteers, and *FIRST* staff, displaying Gracious Professionalism even in stressful situations. Head Referees at the Championship events must follow the role description for a traditional [Head Referee](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Experience Needed

- Head Referees for the Championship events must be a Head Referee at a minimum of one official *FIRST* Robotics Competition event during the current competition season.
- Head Referees for the Championship events will be selected from assigned referees and approved by *FIRST* staff and the Chief Referees. We select the most experienced volunteer first when assigning.

### Championship Volunteer Time Commitment

- Must attend training Thursday morning
- Volunteers are needed Thursday Morning – Saturday Afternoon
- Preferred – Attend the Drivers' Meeting Wednesday afternoon

*More information with times will be sent before the event.*

### Training

The Chief Referees will provide a breakfast training before matches begin Thursday morning.

### Reporting Relationships and Supervision

- Direct Supervision: Chief Referees
- On-Site Guidance provided by *FIRST* Technical Advisor, Chief Referee and designated *FIRST* HQ contact

## Information Booth Assistant

Information Booth Assistants for *FIRST* Championship work under the direction of the Volunteer Resource Department staff at the information desk to answer attendee event questions. The Information Desk is located on the First Level in the main concourse in front of the Registration Desk. This role is action packed, fielding questions from attendees, volunteers, participants, parents, sponsors, vendors, and more. This person must be customer service orientated, reliable to show up on time, and prepared to be the face of *FIRST* and respond to needs with *Gracious Professionalism*<sup>®</sup>.

### Duties:

- Welcome attendees and provide directions as needed.
- Answer attendee questions, provide assistance, and more:
  - Everything from schedule questions to where to get food and everything in between.
- Assist with lost and found items when necessary.

### Experience and Skills Needed

- Knowledge of *FIRST* not required but preferred.
- Friendly personality.
- Able to take direction and follow through.
- Self-directed individual.
- Strong communication skills.
- 18 and older preferred.

### Championship Volunteer Time Commitment

- Volunteers are needed Tuesday – Saturday.
- Shifts are 5 - 6 hours long and include a meal break.
- Can be divided among multiple volunteers for the duration of the event.

*More information with times will be sent before the event.*

### Training

Volunteers will be invited to a video call training, custom resources, and the Event Guide ahead of the event for preparation and training.

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* HQ Staff from the Volunteer Resources Department.

## Inspection Manager

The Inspection Manager for *FIRST* Robotics Competition manages the paperwork and details associated with the inspection process and tracks the progress of all teams at the event through inspection. Provides support to the Lead Robot Inspector in prioritizing team inspections based on match schedule. Identifies issues and potential bottlenecks. Inspection Managers at the Championship events must follow the role description for a traditional [Inspection Manager](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Additional Championship Role Responsibilities

- May be asked to help fill in other duties like weigh-in of robots by the LRI

### Experience Needed

- Prefer volunteers with experience as an Inspection Manager

#### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Saturday Morning.
  - If available, Tuesday afternoon to help set-up.
- Some volunteers may be asked to stay until Saturday afternoon.

*More information with times will be sent before the event.*

### Training

Training is conducted day of and provides guidance during the competition.

### Reporting Relationships and Supervision:

- Direct supervision: Lead Robot Inspector for your division
- On-site guidance: Chief Robot Inspectors

## Judge

Judges for *FIRST* Robotics Competition select team award recipients through interaction with teams, documentation review of team background information and serve as role models for the students. Judges have the potential to positively impact the quality of event and have an opportunity to coach students on career paths. Judges at the Championship events must follow the role description for a traditional [Judge](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Experience Needed

- Preference is given to Judges who have completed the FIRST Robotics Competition Judge role in the past.
- All judges must complete the required online judge training.

#### Championship Volunteer Time Commitment

- Minimum 2 full day (Thursday and Friday) commitment  
*More information with times will be sent before the event.*

### Training

Training is provided by the Judge Advisor(s) prior to the start of competition.

### Reporting Relationships and Supervision

- Direct supervision: Chief Judge Advisor(s) and Judge Advisors for each field
- Support provided by *FIRST* HQ

## Judge Advisor Assistant

The Judge Advisor Assistant (JAA) for *FIRST* Robotics Competition assists the Judge Advisor throughout the event. JAAs at the Championship events must follow the role description for a traditional [Judge Advisor Assistant](#). Additional duties at Championship could include helping with the *FIRST* Impact Award rooms, tracking down judges to keep on schedule, unpacking and packing the show crates, and other tasks to be defined during the event.

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

#### Championship Volunteer Time Commitment

- Wednesday Afternoon – Room Setup
- All day Thursday and Friday  
*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: Chief Judge Advisor(s)
- Support provided by *FIRST* HQ



## Lead Robot Inspector – Division Lead

The Lead Robot Inspector (LRI) for *FIRST* Robotics Competition oversee a division at the Championship events and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot rules. They train, supervise, and direct the Robot Inspectors and Inspection Managers. Provide general technical support for teams by helping to resolve issues with their robots. Lead Robot Inspectors at the Championship events must follow the role description for a traditional [Lead Robot Inspector](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Additional Championship Role Responsibilities

- Consult with Chief Robot Inspectors to shift Robot Inspectors to other divisions as needed to achieve full inspection goals.
- Will assign a minimum of two Inspectors to be present during Division Elimination matches.

### Experience Needed

- Lead Robot Inspectors for the Championship events must be an LRI at a minimum of two official *FIRST* Robotics Competition events during the current or previous competition seasons with at least one occurring during the present season.

#### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Saturday Morning.
- Some volunteers may be asked to stay until Saturday afternoon.

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* HQ and Chief Robot Inspectors

## Lead Queuer

The Lead Queuer for *FIRST* Robotics Competition directs and supervises the Queuers, determines team traffic flow on and off the field, and monitors flow during the competition. They play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Lead Queuers at the Championship events must follow the role description for a traditional [Lead Queuer](#)

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Experience Needed

- Lead Queuers for the Championship events must be a Lead Queuer at a minimum of one official *FIRST* Robotics Competition event during the current competition season.
- Lead Queuers for the Championship events will be selected and approved by *FIRST* staff.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Saturday Evening.
- An on-site training will be conducted Wednesday early afternoon for all Lead Queuers

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* Technical Advisor (FTA)
- On-site guidance: Field Volunteer Coordinator and Chief Field Supervisors

## Lead Queuer (Practice Field)

The Practice Field Lead Queuer for *FIRST* Robotics Competition directs and supervises the queueing team for two full size practice fields and one wooden game element "playground" area, works with the FTAs to finalize the flow of robots through the queue, on and off the practice facilities, manages time limits on the practice field and inspects the elements in the playground to maintain a safe environment. They play a critical role in ensuring all teams have a chance to use the practice facilities. Practice Field Lead Queuers at the Championship events must follow the role description for a traditional [Lead Queuer](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Experience and Skills Needed

- Practice Field Lead Queuers for the Championship events must be a Lead Queuer at a minimum of one official *FIRST* Robotics Competition event.
- Practice Field Lead Queuers for the Championship events will be selected and approved by *FIRST* staff.

### Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Friday Evening.  
*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* Technical Advisor (FTA)
- On-site guidance: Chief Field Supervisors, Pit Volunteer Coordinator and Practice Field Supervisor

## Machine Shop Staff

Machine Shop Staff volunteers for *FIRST* Robotics Competition assist teams with robot repair and modifications. Some volunteers may help with processing orders while others may use machines and tools to make requested modifications. This role requires a significant level of responsibility and provides the opportunity to utilize and further develop coaching skills and mechanical knowledge. Machine Shop Staff at the Championship events must follow the role description for a traditional [Machine Shop Staff](#).

### Experience Needed

- Machine Shop Staff for the Championship Events are typically filled by the company that provides the Machine Shop.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Saturday Morning.

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* Robotics Competition Program Coordinator

## Pit Administrator

The Pit Administrator role for *FIRST* Robotics Competition provides direction, assistance, information, and support to teams and guests in the Pit. This is a physically active, fast-paced role. Must have strong interpersonal and communication skills. Pit Administrators at the Championship events must follow the role description for a traditional [Pit Administrator](#).

### Experience Needed

- Preference is given to Pit Administrators who have completed the *FIRST* Robotics Competition Pit Administrator role in the past.
- Volunteers for the Championship events will be selected and approved by *FIRST* staff. If interested, please apply through Volunteer Registrations early in the season to be considered.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Saturday Afternoon.
  - Prefer volunteers who are also available to help on Tuesday
- This role requires long hours. Pit Administration Support must be prepared to be present during all hours that the Pits are open.

*More information with times will be sent before the event.*

### Training

The Pit Administration Supervisor conducts training onsite and provides guidance during the competition.

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* HQ Staff

## Pit Announcer

The Pit Announcer for *FIRST* Robotics Competitions makes general announcements via use of the public-address system (PA) in the Pit area. This is a physically active, fast-paced role.

### Responsibilities

- Facilitate adherence to match schedule
- Make general "housekeeping" announcements
- Help facilitate teams needing parts or assistance by making announcements

### Experience Needed

- Volunteers for the Championship events will be selected and approved by *FIRST* staff. If interested, please apply through Volunteer Registrations early in the season to be considered. After applying, please send a follow up email to [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org) with a thorough explanation of your skills and abilities.
- *FIRST* Experience is required
- Must be post-high school or equivalent (minimum age of 18 at time of service)
- Public speaking experience preferred
- Ability to behave in a graciously professional manner at all times
- Approachable and friendly personality; high energy
- Strong interpersonal/communication skills
- Clear and strong vocal ability and comfortable using a microphone in addressing a large crowd

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Saturday Afternoon.
- This role requires long hours. The Pit Announcer must be prepared to be present during all hours that the Pits are open

*More information with times will be sent before the event.*

### Training

On-site training from the Pit Administration Supervisor throughout the competition

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* HQ Staff

## Practice Field Attendant

The Practice Field Attendants for *FIRST* Robotics Competition schedule and monitor practice field and equipment usage throughout the competition. These volunteers are also responsible for keeping the practice field clean and free of debris, protecting practice field electronics, and reporting any malfunctions or damage to the field directly to the Field Supervisor. Practice Field Attendants at the Championship events must follow the role description for a traditional [Practice Field Attendant](#).

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday midday – Friday Evening.
- Can be divided among multiple volunteers for the duration of the event.

*More information with times will be sent before the event.*

### Training

Training is on-site

### Reporting Relationships and Supervision

- Direct supervision and Technical Supervision: *FIRST* Technical Advisor (FTA)

## Practice Field Disassembly

The Practice Field Disassembly volunteers assist with disassembly of the practice fields on Friday night. Practice Field Disassembly volunteers at the Championship events must follow the role description for a traditional [Field Assembly/ Disassembly](#) volunteer.

### Experience Needed

- Prefer volunteers with experience in helping with field assembly disassembly.

### Championship Volunteer Time Commitment

- Volunteers are needed Friday evening after the Practice Field closes.

*More information with times will be sent before the event.*

### Training

Field Supervisors, *FIRST* Technical Advisors, and *FIRST* HQ Staff provide on-the-job training and direction.

### Reporting Relationships and Supervision

- Direct supervision: Field Supervisors, *FIRST* Technical Advisors, and/or *FIRST* HQ Staff

## Queuer

The Queuer role for *FIRST* Robotics Competition plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. The Queuer is responsible for managing team traffic to and from the playing field and restricting access to the field for unauthorized individuals. Queuers at the Championship events must follow the role description for a traditional [Queuer](#).

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Midday Saturday.

*More information with times will be sent before the event.*

### Training

The Lead Queuer will conduct training on site and provide guidance during the competition

### Reporting Relationships and Supervision

- Direct supervision: Lead Queuer
- On-site guidance: Field Volunteer Coordinator

## Radio Room Monitor

Radio Room Monitors for *FIRST* Championship help sign out radios and troubleshoot issues with the equipment as needed. Staff from the radio company will be on hand to assist with any issues, and to oversee the unpacking and packing of all radio-related items.

### Responsibilities

- Sign out radios, batteries and headsets to volunteers and staff
- Troubleshoot issues with radios as possible
- Clean, organize and manage radio inventory as directed by company

### Experience and Skills Needed

- No experience needed; level of familiarity with radio technology preferred
- *FIRST* experience not required
- Able to take direction and follow thru
- Self-directed individual
- Strong communication skills
- Adults preferred



### **Volunteer Time Commitment**

- Volunteers are needed Wednesday Morning – Saturday Afternoon.

*More information with times will be sent before the event.  
Volunteers will be given a shift each day available.*

### **Training**

Training is provided on site upon arrival as needed

### **Reporting Relationships and Supervision**

- Direct supervision: *FIRST* Strategic Sourcing Representative

## Referee

The Referees for *FIRST* Robotics Competition observe matches, identify rule violations, "call them", and participate in deliberations regarding contested calls. Work under the direction of the Head Referee. Referees at the Championship events must follow the role description for a traditional [Referee](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Experience Needed

- Referees for the Championship events must be a Referee at a minimum of one official *FIRST* Robotics Competition event during the current competition season.
- We select the most experienced volunteers first when assigning.

#### **Championship Volunteer Time Commitment**

- Must attend breakfast training Thursday morning
- Volunteers are needed Thursday Morning – Saturday Afternoon.

*More information with times will be sent before the event.*

### Training

The Chief Referees will provide a breakfast training before matches begin Thursday morning.

### Reporting Relationships and Supervision

- Direct supervision: Head Referee
- On-Site Guidance provided by *FIRST* Technical Advisor, Chief Referees and designated *FIRST* HQ contact

## Robot Inspector

The Robot Inspector for *FIRST* Robotics Competition performs mandatory robot inspections and weighs in to ensure compliance with robot construction rules. Determine inspection outcome decisions (pass/fail) and provide general technical support for teams by helping to resolve issues with their robots. Robot Inspectors at the Championship events must follow the role description for a traditional [Robot Inspector](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Additional Championship Role Responsibilities

- May be asked by the division LRI or the Chief Robot Inspectors to randomly monitor teams at the field during the event.
- The Division LRI will also assign a minimum of 2 Inspectors to be present during Division Elimination matches. All Inspectors on assignment at the field will be available for consultation with the Head Ref and FTA as needed.

### Experience Needed

- Robot Inspectors for the Championship events must be a Robot Inspector at a minimum of 1 official *FIRST* Robotics Competition event during the current competition season.

#### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Saturday Morning.
- Some volunteers may be asked to stay until Saturday afternoon.

*More information with times will be sent before the event.*

### Training

Lead Robot Inspector conducts training onsite and provides guidance during the competition.

### Reporting Relationships and Supervision

- Direct supervision: Division Lead Robot Inspector
- On-site guidance: Chief Robot Inspectors

## Robot Service Center Host

The Robot Service Center Host for *FIRST* Robotics Competition assists participating Suppliers at each *FIRST* Championship event. Hosts answer questions like: where's our table? Where do we get food? What time do we close? Who do we talk to about shipping? This volunteer is needed when pits are open to teams. There's an opportunity for some down time, so if there are two hosts, one may opt to wander around the event, watch some matches, do a crossword puzzle, etc.

### Responsibilities

- Act as a host to the Suppliers in the Robot Service Center throughout the event (make sure Suppliers know who you are, why you're there, and how to get you if needed)
- Assist suppliers with all needs
- Reach out to members of the staff for assistance as needed

### Experience and Skills Needed

- *FIRST* experience preferred, but not required
- Friendly personality
- Strong interpersonal and communication skills
- Ability to take charge; be assertive, but tactful
- Ability to move about facility
- Adults preferred, older teens may be considered

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday afternoon – Saturday afternoon
- Can be divided among multiple volunteers for the duration of the event

*More information with times will be sent before the event.*

### Training

Training will be provided on-site.

### Reporting Relationships and Supervision

- On-Site Guidance: Supported by Kit of Parts Manager

## Scorekeeper

The Scorekeeper for *FIRST* Robotics Competition manages and operates the Field Management System (FMS) software for scoring and field control of *FIRST* Robotics Competition matches. They communicate scores, play a critical role in ensuring smooth flow of match play, and assist with maintaining the pace of the event. Scorekeepers at the Championship events must follow the role description for a traditional [Scorekeeper](#).

\*Must sign a [Conflict of Interest and Disclosure Statement](#) prior to start of service.

### Experience Needed

- Scorekeepers for the Championship events must be a Scorekeeper at a minimum of 1 official *FIRST* Robotics Competition event during the current competition season.
- Scorekeepers for the Championship events will be selected and approved by *FIRST* staff.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Saturday Afternoon.

*More information with times will be sent before the event.*

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* Technical Advisor
- On-site guidance: *FIRST* Technical Advisor and *FIRST* HQ Staff

## Shipping Desk Attendants

The Shipping Desk Attendants for *FIRST* Robotics Competition will help the *FIRST* Shipping Team process shipping documentation for FRC Teams and their Robot Crates. Ship Desk Assistants may need to stand or walk for long periods of time.

### Responsibilities

- Assistants will be filing paperwork
- Assisting team mentors as necessary
- Confirming team shipping information and submitting documents for approval

### Experience and Skills Needed

- *FIRST* experience not required
- Volunteers with Shipping or Logistics experience preferred
- Friendly personality
- Strong interpersonal and communication skills
- Ability to take charge; be assertive, but tactful
- Ability to move about facility
- Adults preferred, older teens may be considered

### Championship Volunteer Time Commitment

- Volunteers are needed Thursday – Saturday with a training Wednesday afternoon

*More information with times will be sent before the event.*

### Training

Training will be provided on-site.

### Reporting Relationships and Supervision

- On-Site Guidance: Supported by Shipping Logistics Coordinator

## Spare Parts Attendant

The Spare Parts Attendant for *FIRST* Robotics Competition manages the distribution and loaning of spare materials to teams. Spare Parts Attendants at the Championship events must follow the role description for a traditional [Spare Parts Attendant](#).

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning – Saturday Afternoon.

*More information with times will be sent before the event.*

### Training

Training will be conducted on-site

### Reporting Relationships and Supervision

- Direct supervision: Pit Administration Supervisor
- On-site guidance: Volunteer Coordinator

## Special Operations

Special Operations volunteers for the *FIRST* Championship events assist with a variety of tasks. This role was created to help groups volunteer together and to help expose new volunteers to a variety of *FIRST* volunteer roles. Teams of volunteers will rotate between positions such as Safety Attendant, Team Load In/Out, and any other role we may need to fill the day of the event.

### Responsibilities

- Role responsibilities vary depending on which role you are assigned but can include:
  - Keep aisles, hallways and team traffic pathways clear in the Pit, near the playing field
  - Help meet, greet, and direct visitors to the event pit areas
  - Provide visitors with safety glasses needed to enter the pit area
  - Help direct teams upon loading in or loading out

### Experience and Skills Needed

- *FIRST* experience not required
- Friendly personality
- Strong interpersonal and communication skills
- Ability to take charge; be assertive, but tactful
- Ability to move about the facility
- Adults preferred, older teens may be considered

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday - Saturday
- Can be divided among multiple volunteers for the duration of the event

*More information with times will be sent before the event.*

### Training

Training will be provided on-site.

### Reporting Relationships and Supervision

- Direct supervision: Special Operations Volunteer Coordinators
- On-Site Guidance: Supported by *FIRST* HQ staff and Chief Volunteer Coordinators



## Student Ambassador

Student Ambassadors for *FIRST* Robotics Competition work to share the *FIRST* experience with event attendees, invited guests, and VIPs. They educate and engage guests by discussing the build season, game challenge, and inspire the guests continued motivation, passion, and commitment to *FIRST*. Student Ambassadors at the Championship events must follow the role description for a traditional [Student Ambassador](#).

### Championship Volunteer Time Commitment

- Pre-event training and certification required
- Each student will sign up for a 1-hour time slot after completing the certification

*More information with times will be sent before the event.*

### Training

Student Ambassadors must complete the online training and certification through Schoology. After applying to the event, you will be sent the Schoology access information. In addition, there is a training session on site.

### Reporting Relationships and Supervision

- Direct supervision: Student Ambassador Coordinator

### **Team Load-In Attendant**

The Team Load-In Attendant for *FIRST* Robotics Competition is a physically active position that requires facilitating smooth team traffic flow throughout the facility when the teams are transporting their materials, including their robots, into the event venue at the start of an event. May be asked to work outside in inclement weather to help with loading teams in. Team Load-In Attendants at the Championship events must follow the role description for a traditional [Team Load In/Out Attendant](#).

#### **Experience and Skills Needed**

- No experience needed; level of familiarity with walkie talkies preferred

#### **Championship Volunteer Time Commitment**

- Volunteers are needed Wednesday, 8 AM- 5 PM.  
*More information with times will be sent before the event.*

#### **Training**

Team Load-In Manager conducts pre-event training call and on-site training.

#### **Reporting Relationships and Supervision**

- Direct supervision: Team Load-In Manager

### **Team Load-Out Attendant**

The Team Load- Out Attendant for *FIRST* Robotics Competition is a physically active position that requires facilitating smooth team traffic flow throughout the facility when the teams are transporting their materials, including their robots, out of the event venue at the end of an event. May be asked to work outside in inclement weather to help with loading teams out. Team Load-Out Attendants at the Championship events must follow the role description for a traditional [Team Load In/Out Attendant](#).

#### **Experience and Skills Needed**

- No experience needed; level of familiarity with walkie talkies preferred

#### **Championship Volunteer Time Commitment**

- Volunteers are needed Saturday, 7 AM- 5 PM.  
*More information with times will be sent before the event.*

#### **Training**

Team Load-Out Manager conducts pre-event training call and on-site training.

#### **Reporting Relationships and Supervision**

- Direct supervision: Team Load-Out Manager

## Volunteer Central

Volunteer Central volunteers work under the direction of the Volunteer Resource Department staff at Volunteer Central. This role works with Volunteer Resources staff to assist volunteers with questions, give out swag and recognition items to volunteers, and scan volunteers badges for meals.

### Duties:

- Assist volunteers.
- Answer questions.
- Give out swag and recognition items.
- May be needed to assist with the badge scanning process for meals.

### Experience and Skills Needed

- Knowledge of *FIRST* not required but preferred.
- Friendly personality.
- Able to take direction and follow through.
- Strong communication skills.
- 18 and older preferred.

### Championship Volunteer Time Commitment

- Volunteers are needed Tuesday – Saturday.
- Shifts are 5 - 6 hours long and include a meal break.
- Can be divided among multiple volunteers for the duration of the event.

*More information with times will be sent before the event.*

### Training

Volunteers will be invited to a video call training including an introduction to the Stream Point registration system, custom resources, and the Event Guide ahead of the event for preparation and training.

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* HQ Staff from the Volunteer Resources Department.

## Volunteer Coordinator (Field)

The Field Volunteer Coordinator is the volunteer advocate and lead cheerleader for their assigned field and volunteers. The Field Volunteer Coordinator touches base with each volunteer throughout the day and the event, ensures that every volunteer is appreciated, and that any needs or concerns are resolved as efficiently and graciously as possible.

### Responsibilities

- Serve as a role model for other volunteers by adhering to *FIRST* standards and following *FIRST* direction
- Supervise volunteer performance and report any issues or concerns to the Chief Volunteer Coordinators and/or *FIRST* HQ Staff (as appropriate)
- Resolve unexpected issues with professionalism, graciousness, and tact
- Ensure all field volunteers are staying hydrated and receiving meal breaks
- Ensure field volunteers have supplies and resources to do their roles
- Maintain confidentiality of volunteer personal information in compliance with the [FIRST Privacy Policy and User Agreement](#)
- Exhibit and ensure that *Gracious Professionalism*<sup>™</sup> and *Coopertition*<sup>®</sup> is understood and demonstrated by all event volunteers
- Attend mandatory daily morning meetings conducted by Chief Volunteer Coordinators
- Ensure everyone on the field has proper field access; if not ask the person to leave or notify *FIRST* Staff
- Remain alert to safety concerns and notify *FIRST* Staff if needed
- Assist with ADA crowd control, request assistance from *FIRST* Staff as needed
- Take attendance of the assigned field volunteers at least twice daily, in the morning and after lunch, to ensure volunteers are returning to their assigned shifts and are also returning the following day
- Touch base with key volunteers at beginning of the day, share updates and important information for the daily operations
- Conduct a wrap-up meeting at the end of the day, another chance to ensure volunteers are returning the following day
- Notify Chief Volunteer Coordinators and/or Special Ops VC of any gaps in volunteer needs
- Bring any/all changes in volunteer field assignments (swaps) to the Chief Volunteer Coordinators and/or Special Ops VC for confirmation

### Experience and Skills Needed

- Prior experience as a *FIRST* Volunteer Coordinator is preferred
- Volunteer Coordinators for the Championship events will be selected and approved by *FIRST* staff.
- Must be at least 21 years of age at time of service (Exceptions may be granted by *FIRST* Headquarters)
- Understand and be able to publicly present the *FIRST* mission
- Strong interpersonal and communication skills (written and oral)
- Ability to manage and supervise others
- Ability to collaborate with others; work as a member of a team
- Attention to detail

- Physically active role, not sedentary

### **Championship Volunteer Time Commitment**

- Volunteers are needed Wednesday Afternoon – Saturday Afternoon.

*More information with times will be sent before the event.*

### **Training**

Pre-event Training calls and on-site meetings

### **Reporting Relationships and Supervision**

- Direct supervision: Chief Volunteer Coordinators
- On-site guidance: Chief Volunteer Coordinators + *FIRST* HQ Staff

## Volunteer Coordinator (Pit)

The Pit Volunteer Coordinator is the volunteer advocate and lead cheerleader for their assigned divisions and volunteers. The Pit Volunteer Coordinator touches base with volunteers throughout the day and the event, ensures that volunteers are appreciated, and that any needs or concerns are resolved as efficiently and graciously as possible.

### Responsibilities

- Serve as a role model for other volunteers by adhering to *FIRST* standards and following *FIRST* direction
- Supervise volunteer performance and report any issues or concerns to the Chief Volunteer Coordinators and/or *FIRST* HQ Staff (as appropriate)
- Resolve unexpected issues with professionalism, graciousness, and tact
- Ensure volunteers are staying hydrated and receiving meal breaks
- Ensure volunteers have supplies and resources to do their roles
- Maintain confidentiality of volunteer personal information in compliance with the [FIRST Privacy Policy and User Agreement](#)
- Exhibit and ensure that *Gracious Professionalism*<sup>™</sup> and *Coopertition*<sup>®</sup> is understood and demonstrated by all event volunteers
- Attend mandatory daily morning meetings conducted by Chief Volunteer Coordinators
- Remain alert to safety concerns and notify Pit Admin and/or *FIRST* Staff as needed
- Assist with accessibility needs, request assistance from Pit Admin and/or *FIRST* Staff as needed
- Walk the pits at least three (3) times daily to ensure volunteer positions are filled, taking a lunch break and returning the following day
- Touch base with key volunteers at beginning of the day, share updates and important information for the daily operations
- Notify Chief Volunteer Coordinators and/or Special Ops VC of any gaps in volunteer needs
- Bring any/all changes in volunteer division assignments (swaps) to the Chief Volunteer Coordinators and/or Special Ops VC for confirmation

### Experience and Skills Needed

- Prior experience as a *FIRST* Volunteer Coordinator is preferred
- Volunteer Coordinators for the Championship events will be selected and approved by *FIRST* staff.
- Must be at least 21 years of age at time of service (Exceptions may be granted by *FIRST* Headquarters)
- Understand and be able to publicly present the *FIRST* mission
- Strong interpersonal and communication skills (written and oral)
- Ability to manage and supervise others
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Physically active role, not sedentary

### **Championship Volunteer Time Commitment**

- Volunteers are needed Wednesday Morning – Saturday Afternoon.

*More information with times will be sent before the event.*

### **Training**

Pre-event Training calls and on-site meetings

### **Reporting Relationships and Supervision**

- Direct supervision: Chief Volunteer Coordinators
- On-site guidance: Chief Volunteer Coordinators + *FIRST* HQ Staff

## **Volunteer Coordinator (Special Operations)**

The Championship Special Operations Volunteer Coordinator is handpicked by FIRST HQ with the help of the Chief Volunteer Coordinators. *FIRST* will reach out to the candidate to see if they are interested.

### **Responsibilities**

- Serve as a role model for other volunteers by adhering to *FIRST* standards and following *FIRST* direction
- Communicate with *FIRST* Headquarters promptly about any volunteer staffing concerns or issues
- Supervise volunteer performance and report any issues or concerns to *FIRST* Robotics Competition Staff and/or Chief Volunteer Coordinators (as appropriate)
- Resolve unexpected issues with professionalism, graciousness and tact
- Maintain confidentiality of volunteer personal information in compliance with the [FIRST Privacy Policy and User Agreement](#)
- Exhibit and ensure that *Gracious Professionalism*<sup>™</sup> and *Coopertition*<sup>®</sup> is understood and demonstrated by all event volunteers
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day as requested (daily or end of event)
- Manage the Walk-On Volunteer process by monitoring Walk-On applications and assigning to roles as needed
- Help create a relationship with our corporate contacts onsite
- Rotate Corporate Contact Volunteers and/or Walk-On Volunteers as needed
- Required to attend mandatory daily morning meetings conducted by Chief Volunteer Coordinators

### **Experience and Skills Needed**

- Prior experience as a *FIRST* Volunteer Coordinator is preferred
- Volunteer Coordinators for the Championship events will be selected and approved by *FIRST* staff.
- Must be at least 21 years of age at time of service (Exceptions may be granted by *FIRST* Headquarters)
- Understand and be able to publicly present the *FIRST* mission
- Strong interpersonal and communication skills (written and oral)
- Ability to manage and supervise others
- Ability to collaborate with others; work as a member of a team
- Attention to detail
- Physically active role, not sedentary

#### **Championship Volunteer Time Commitment**

- Volunteers are needed Wednesday Morning – Saturday Afternoon.

*More information with times will be sent before the event.*



## Webcast Operator

The Webcast Operator for *FIRST* Robotics Competition operates hardware provided by the Championship production company. Create an exciting, cohesive experience for web spectators, and create an archive for teams to re-live the event. Webcasting at the Championship events differs from webcasting at a Regional event since creative control is under the *FIRST* Championship Production Staff. Webcast Operators at the Championship events must follow the role description for a traditional [Webcast Operator](#) except when it differs from this Championship description.

### Experience and Skills Needed

- *FIRST* experience not required

#### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Saturday Afternoon.

*More information with times will be sent before the event.*

### Training

All training is provided on-site.

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* Championship Production Staff and designated *FIRST* Production Staff