



**FIRST**  
**ROBOTICS**  
**COMPETITION**

## Championship Volunteer Role Descriptions



PRESENTED BY **Qualcomm**

\*Please note: Additional Custom roles (not detailed in this document) may become available. Signup for all roles through [Volunteer Registration](#)

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## Alumni & Scholarship Attendant

The Alumni & Scholarship Attendant will oversee promotion of the *FIRST* Alumni Programs, and specifically the *FIRST* Scholarship Program to Participants, Parents, Mentors and others attending the event. They will speak with students and parents about *FIRST* Alumni engagement opportunities and the *FIRST* Scholarship Program. Alumni & Scholarship Attendants at the Championship events must follow the role description for a traditional [Alumni & Scholarship Attendant](#).

### Experience Needed:

- *FIRST* Alum preferred

### Championship Volunteer Time Commitment

- Two Day commitment
- Innovation Faire
  - 2018 = Thursday and Friday 10am - 4 pm
  - Setup one hour before on Thursday.

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

### Training:

Training materials available on site as well as online at <https://www.firstinspires.org/resource-library/alumni-scholarship-resources>

### Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Alumni Relations Manager

## Awards Assistant

Awards Assistants for *FIRST* Robotics Competition assist with preparations and presentation of competition awards to teams at the Awards Ceremony. *FIRST* experience not required. Awards Assistants at the Championship events must follow the role description for a traditional [Awards Assistant](#).

### Experience Needed:

- Awards Assistants for the Championship Events are typically filled by members of Hall of Fame Teams.

### Championship Volunteer Time Commitment

- Volunteers are needed Friday and Saturday.

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

### Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Robotics Competition Program Coordinator

## 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
- Provide information to conference attendees

### Experience and Skills Needed

- *FIRST* experience not required
- Outgoing, 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 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 upon site.

### Reporting Relationships and Supervision

- Direct supervision: *FIRST* Headquarters 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 Afternoon – 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)

## Crowd Control

Crowd Control for *FIRST* Robotics Competition is a physically active position that requires facilitating smooth pedestrian traffic flow throughout the facility, monitoring the audience, and keeping walkways and aisles clear. May be asked to perform this duty in different areas of the venue. Crowd Control at the Championship events must follow the role description for a traditional [Crowd Control](#) volunteer.

### 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:

Volunteer Coordinator conducts training on site and provides guidance during the competition.

### Reporting Relationships and Supervision:

- Direct supervision: Event Manager
- On-site guidance: Volunteer Coordinator

## Dean's List Award Assistants

Dean's List Award (DLA) Assistants help with the *FIRST* Dean's List Luncheon. Volunteers will arrive prior to lunch greeting guests and helping them find their seats. DLA volunteers will stay thru lunch and may be asked to assist at the DLA gift room.

### Responsibilities:

- Welcome guests and provide directions to the DLA Lunch as needed.
- Assist in seating of guests and late arrivals.
- Monitor access of lunch to invitees
- Provide directions to restrooms
- Assist with crowd control during photo ops following the lunch
- Assist with gift distribution to the DLA Finalists

### Experience and Skills Needed:

- *FIRST* experience not required
- Outgoing, friendly personality
- Able to take direction and follow thru
- Self-directed individual
- Strong communication skills
- Adults preferred

### Championship Volunteer Time Commitment

- Fri 11am – 4:30pm must be available for the full time

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

### Training:

Training is provided on site upon arrival at the DLA lunch.

### Reporting Relationships and Supervision:

- Direct supervision will be provided by the *FIRST* Robotics Competition and *FIRST* Tech Challenge HQ staff managing the Dean's List Award.

## Field Assembly

Field Assembly volunteers for *FIRST* Robotics Competition assist with assembly of the competition playing field and the practice field 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 in helping 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 HQ staff will provide on-the-job training and direction.

### Reporting Relationships and Supervision:

- Direct supervision: Field Supervisors and *FIRST* Technical Advisors

## Field Disassembly

Field Disassembly volunteers for *FIRST* Robotics Competition assist with disassembly of the competition playing field and the practice field on event break-down day. 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 disassembly.

### Championship Volunteer Time Commitment

- Volunteers are needed Saturday afternoon

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

### Training:

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

### Reporting Relationships and Supervision:

- Direct supervision: Field Supervisor and *FIRST* Technical Advisor



## Field Repair-Reset

Field Repair-Reset for *FIRST* Robotics Competition repairs and resets playing field after each team match. Plays a critical role in ensuring smooth flow of match play and maintaining pace of the event. Duties need to be done efficiently. This position can be very physically active. Field Repair-Reset at the Championship events must follow the role description for a traditional [Field Repair-Reset](#) volunteer plus the following.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday afternoon – midday Saturday
- Possibly till 8:00 PM Saturday if your Field is sent to 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 work in collaboration with the *FIRST* Technical Advisor. Field Supervisors at the Championship events must follow the role description for a traditional [Field Supervisor](#) plus the following.

\*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 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 afternoon – midday Saturday
- Possibly till 8:00 PM Saturday if your Field is sent to Einstein.

*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 Supervisor (Paul George)

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

The *FIRST* Technical Advisor is responsible for keeping the *FIRST* Robotics Competition field running smoothly and in accordance with *FIRST* requirements, working in collaboration with event staff, other key volunteers at the event, and *FIRST* staff. The *FIRST* Technical Advisor reports to *FIRST* Headquarters. 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 a 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

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

## Game Announcer

The Game Announcer for *FIRST* Robotics Competition work as part of a team with the Master of Ceremonies 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 Referee for *FIRST* Robotics Competition are responsible for directing and supervising all Referees and Official Scorers. They oversee all scoring processes and procedures but at the Championship events report to the Chief Referee 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 Ref 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 Referee. We select the most experienced volunteer 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 Referee will provide a breakfast training before matches begin Thursday morning.

### Reporting Relationships and Supervision:

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

## 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. Provides recommendations on physical flow of teams through the inspection station. 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 by the LRI

### Experience Needed:

- Prefer volunteers with experience as an Inspection Manager

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – 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 day of and provides guidance during the competition.

### Reporting Relationships and Supervision:

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

## Judge

Judges for *FIRST* Robotics Competition select team award recipients through interaction with teams, review documentation regarding team background information to familiarize judges with teams, 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:

- Judges for the Championship events must be a Judge 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

- Minimum 2 full day (Thursday and Friday) commitment at event

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

### Training:

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

### Reporting Relationships and Supervision:

- Direct supervision: Chief Judge Advisors and Judge Manager
- Support provided by *FIRST* Headquarters

## Judge Assistant

The Judge Assistant for *FIRST* Robotics Competition assists the Judge Advisor throughout the event. Judge Assistants at the Championship events must follow the role description for a traditional [Judge Assistant](#). Additional duties at Championship could include helping with the Chairman's rooms.

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

### Championship Volunteer Time Commitment

- Wednesday afternoon – midday Saturday
- Number of volunteers required and time commitments fluctuate based on need.

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

### Reporting Relationships and Supervision:

- Direct supervision: Chief Judge Advisors and Judge Manager
- Support provided by *FIRST* Headquarters

## 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 Inspector 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 for a minimum of three years at official *FIRST* Robotics Competition events including during the current season.

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning - Saturday Morning.

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

### Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Headquarters, and Chief Robot Inspector

## Lead Team Queuer

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

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

### Experience Needed:

- Lead Team Queuers for the Championship events must be a Lead Team Queuer at a minimum of one official *FIRST* Robotics Competition event during the current competition season.

### 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 (FTA)
- On-site guidance: Volunteer Coordinator



## Machine Shop Attendant

The Machine Shop Attendant for *FIRST* Robotics Competition processes orders for the Machine Shop Staff. Work in a fast-paced environment with students, mentors and staff. General knowledge of robotics and parts preferred. Machine Shop Attendants at the Championship events must follow the role description for a traditional [Machine Shop Attendant](#).

### Experience Needed:

- Machine Shop Attendants 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 Afternoon.

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

### Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Robotics Competition Program Coordinator
- On-site guidance: Machine Shop Staff Lead

## Machine Shop Staff

Machine Shop Staff volunteers for *FIRST* Robotics Competition assist teams with robot repair and modifications. This role requires a significant level of responsibility and provides the opportunity to utilize and further develop coaching skills and mechanical knowledge. This role is typically filled by the company who provides the Machine Shop for the Championship Events. 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 – Friday Afternoon.

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

### Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Robotics Competition Program Coordinator

## Master of Ceremonies (Emcee)

The Master of Ceremonies (aka MC or 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* ambassador. 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

## Master of Ceremonies Assistant

The Master of Ceremonies Assistant for *FIRST* Robotic Competition assists the Master of Ceremonies (Emcee or MC) throughout the event, and organizes team flags and gear for pre-match announcements. Through organizational skills, promoting *FIRST* values, and being an enthusiastic individual, the MC Assistant helps support the energy and spirit that is present in the competition. Emcee Assistants at the Championship events must follow the role description for a traditional [Emcee Assistants](#).

### 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.*

### Training:

Master of Ceremonies will provide a brief on-site training

### Reporting Relationships and Supervision:

- Direct supervision: Master of Ceremonies and Volunteer Coordinator

## Pit Administration Support

The Pit Administration Support role for *FIRST* Robotics Competition provide 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 Administration Support at the Championship events must follow the role description for a traditional [Pit Administration Support](#).

### Experience Needed:

- Pit Administration Support for the Championship events must have been in the role 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.
- 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.
- 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:

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

### Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Headquarters Staff

## Pit Announcer

The Pit Announcer for *FIRST* Robotics Competitions calls teams to queuing area and make general announcements via use of the public-address system (PA) in the Pit area. Work in collaboration with the Team Queuing volunteers to facilitate adherence to team match schedule. Pit Announcers at the Championship events must follow the role description for a traditional [Pit Announcer](#).

### Experience Needed:

- The Pit Announcer for the Championship events must have been in the role 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.
- 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.

### 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* Headquarters 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 Afternoon – Friday Evening.

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

#### Training:

Training is on-site

#### Reporting Relationships and Supervision:

- Direct supervision: Volunteer Coordinator
- Technical supervision: Field 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 HQ Staff provide on-the-job training and direction.

#### Reporting Relationships and Supervision:

- Direct supervision: Field Supervisor and *FIRST* Technical Advisor

## Radio Room Monitor

Radio Room Monitors for *FIRST* Robotics Competition 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* Robotics Competition Program Coordinator

## 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 Referee 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 Referee and designated *FIRST* headquarters contact

## Robot Inspector

The Robot Inspector for *FIRST* Robotics Competition perform mandatory robot inspections and weigh-ins 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 Inspector to randomly monitor teams at the field during the event.
- The Division LRI will also assign a minimum of two 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
- Robot inspectors may be asked to serve as Match Observers for the Judges after the initial Inspections are complete. Additional training will be needed.

### Experience Needed:

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

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Morning - Saturday Morning.

*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 Inspector



## Robot Service Center Host

The Robot Service Center Host 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
- Outgoing, 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 (Kate Pilotte)

## Safety Glasses Attendant

Safety Glasses Attendants for *FIRST* Robotics Competition greets visitors and hands out safety glasses at Safety Glass Stations. Maintains adequate supply of safety glasses at a safety glasses locations. Maintain a high level of safety as stated in the [FIRST Safety Manual](#) and [FIRST Game Manual](#). Safety Glasses Attendants at the Championship events must follow the role description for a traditional [Safety Glasses Attendant](#).

### 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 conducted on-site

#### Reporting Relationships and Supervision:

- Direct supervision: Lead Safety Glasses Attendant
- On-site guidance: Volunteer Coordinator

## 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 one official *FIRST* Robotics Competition event during the current competition season.

### 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* Headquarters Staff

## 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 Afternoon – 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 Glasses Attendant, Team Load In/Out, Crowd Control, 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.

### Experience and Skills Needed:

- *FIRST* experience not required
- Outgoing, 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 Tuesday - 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 Coordinator
- 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*. Ambassadors at the Championship events must follow the role description for a traditional [Ambassador](#).

### Championship Volunteer Time Commitment

- Pre-event training and certification required through Schoology
- 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: 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.

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

### Training:

Team Load-In Manager conducts training on-site.

### 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

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

### Training:

Team Load- Out Manager conducts training on-site and provides guidance.

### Reporting Relationships and Supervision:

- Direct supervision: Team Load-Out Manager

## Team Queuing

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

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

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday Afternoon – Saturday Afternoon.

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

### Training:

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

### Reporting Relationships and Supervision:

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

## Volunteer Café Attendant

The Volunteer Café Attendant for the Championship events monitors the entrance to the Volunteer Cafe. This Volunteer's responsibilities include scanning badges of café patrons, answer questions or direct people to others that can, and interacting with volunteers' contractors and staff.

### Responsibilities:

- Scan badges at the Volunteer Cafe
- Answer questions or direct people to others who can
- Interact with patrons about the volunteer café

### Experience and Skills Needed:

- *FIRST* experience not required
- Ability to work and interact with various *FIRST* people
- Sense of humor and patience

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday – Saturday
  - Needed for Breakfast and Lunch Wednesday – Saturday
  - Needed Dinner Wednesday and Thursday
- Can be divided among multiple volunteers for the duration of the event

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

### Training:

Training provided on-site.

### Reporting Relationships and Supervision:

- Direct supervision: Volunteer Central Manager
- On-site guidance: Volunteer Central Manager and/or HQ Volunteer staff



## Volunteer Coordinator - Field

The Championship Field Volunteer Coordinators are responsible for managing volunteers that are assigned to their field. As a leadership volunteer position, there is a significant level of responsibility.

To be chosen as Championship Field Volunteer Coordinator you will need to contact Amanda Bean at [Abean@firstinspires.org](mailto:Abean@firstinspires.org) to express your interest. Once you have expressed your interest your name will be added to the group of other volunteers that are interested in the position.

### Responsibilities

- Serve as a role model for other volunteers by adhering to *FIRST* standards and following *FIRST* direction
- Participate in all required Volunteer Coordinator training provided by *FIRST* Headquarters, including conference calls and webinars
- Supervise volunteer performance and report any issues or concerns to FRC Volunteer Resource Coordinator(s) and/or Chief Volunteer Coordinators (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 everything that they need 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™ and Coopertition® 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 as requested (daily at end of day or end of event)
- Required to 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 VIP Crowd control when needed, notify Volunteer Resource Coordinator when a VIP is in FRC area
- Take attendance in the morning and end of day of your volunteers, make sure they are returning the following day
- Notify Chief Volunteer Coordinators of any gaps in volunteer needs for your field

### Travel

- Must be willing to travel to attend the *FIRST* Robotics Competition event to which they are assigned. Travel expenses are not paid by *FIRST*.

### Experience and Skills Needed

- Prior experience as a *FIRST* Volunteer Coordinator is preferred
- Must be at least 23 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

### **Volunteer Time Commitment**

#### Pre-event Commitment

- Pre-event training calls

#### During Event Commitment

- Setup Day Wednesday (half day commitment)
- Minimum 3 full day commitment (Thursday-Saturday)

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

### **Reporting Relationships and Supervision**

Volunteer Coordinators will report directly to *FIRST* Robotics Competition, Volunteer Resource Coordinators and Chief Volunteer Coordinator(s).

## Volunteer Coordinator – Pit

The Championship Pit Volunteer Coordinators are responsible for managing volunteers at the *FIRST* Championship. As a leadership volunteer position, there is a significant level of responsibility.

To be chosen as Championship Pit Volunteer Coordinator you will need to contact Amanda Bean at [Abean@firstinspires.org](mailto:Abean@firstinspires.org) to express your interest. Once you have expressed your interest your name will be added to the group of other volunteers that are interested in the position.

### Responsibilities

- Serve as a role model for other volunteers by adhering to *FIRST* standards and by following *FIRST* direction
- Participate in all required Volunteer Coordinator training provided by *FIRST* Headquarters, including conference calls and/or webinars
- Supervise volunteer performance and report any issues or concerns to FRC Volunteer Resource Coordinator(s) and/or Chief Volunteer Coordinators
- Resolve unexpected issues with professionalism, graciousness, and tact
- Ensure all Pit Volunteers are staying hydrated and receiving meal breaks
- Ensure Pit Volunteers have everything that they need 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™ and Coopertition® 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 as requested (daily at end of day or end of event)
- Assist pit volunteers with open and closing of the pits each day
- Assist pit volunteers with load in/load out logistics
- Remain alert to safety concerns and notify *FIRST* Staff if needed
- Assist with VIP Crowd control when needed, notify Volunteer Resource Coordinator when a VIP is in FRC area
- Take attendance in the morning and end of day of your volunteers, make sure they are returning the following day
- Notify Chief Volunteer Coordinators of any holes in volunteer needs for the pits
- Required to attend mandatory daily morning meetings conducted by Chief Volunteer Coordinators

### Travel

- Must be willing to travel to attend the *FIRST* Championship to which they are assigned. Travel expenses are not paid by *FIRST*.

### Experience and Skills Needed

- Prior experience as a *FIRST* Volunteer Coordinator is preferred
- Must be at least 23 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

### **Volunteer Time Commitment**

#### Pre-event Commitment

- Pre-event training calls

#### During Event Commitment

- Minimum 4 full day commitment (Wednesday-Saturday)

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

### **Reporting Relationships and Supervision**

Volunteer Coordinators will report directly to *FIRST* Robotics Competition, Volunteer Resource Coordinators and Chief Volunteer Coordinator(s).

## Volunteer Coordinator – Practice Field

The Championship Practice Field Volunteer Coordinator responsible managing volunteers that are assigned to the Practice Fields. As a leadership volunteer position, there is a significant level of responsibility.

### Responsibilities

- Serve as a role model for other volunteers by adhering to *FIRST* standards and following *FIRST* direction
- Participate in all required Volunteer Coordinator training provided by *FIRST* Headquarters, including conference calls and webinars
- Supervise volunteer performance and report any issues or concerns to FRC Volunteer Resource Coordinator(s) and/or Chief Volunteer Coordinators (as appropriate)
- Resolve unexpected issues with professionalism, graciousness, and tact
- Ensure all practice field volunteers are staying hydrated and receiving meal breaks
- Ensure practice field volunteers have everything that they need to do their roles
- Assist FTAs with practice field break down
- Maintain confidentiality of volunteer personal information in compliance with the [FIRST Privacy Policy and User Agreement](#)
- Exhibit and ensure that Gracious Professionalism™ and Coopertition® 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)
- Required to attend mandatory morning meetings conducted by Chief Volunteer Coordinators

### Travel

- Must be willing to travel to attend the *FIRST* Championship to which they are assigned. Travel expenses are not paid by *FIRST*.

### Experience and Skills Needed

- Prior experience as a *FIRST* Volunteer Coordinator
- Must be at least 23 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)
- An understanding of office and internet technology, and the ability to utilize them
- 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

### **Volunteer Time Commitment**

#### Pre-event Commitment

- Pre-event calls

#### During Event Commitment

- Setup Day Wednesday (half day commitment)
- Minimum 2 full day commitment (Thursday-Friday)

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

### **Reporting Relationships and Supervision**

Volunteer Coordinators will report directly to *FIRST* Robotics Competition, Volunteer Resource Coordinators and Chief Volunteer Coordinator(s).

## Volunteer Coordinator – Special Operations

The Championship Special Operations Volunteer Coordinator is responsible for recruiting, assigning, and managing volunteers at *FIRST* Championship. As a leadership volunteer position, there is a significant level of responsibility.

The Championship Special Operations Volunteer Coordinator is handpicked by the FIRST Robotics Competition, Volunteer Resource Coordinator, with the help of the Chief Volunteer Coordinator(s). *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
- Participate in all required Volunteer Coordinator training provided by *FIRST* Headquarters, including conference calls and webinars
- Assist with the local cooperate contact calls to increase recruitment
- Track and assist all volunteers with completing their application to the event in Volunteer Registration.
- Assign all volunteers in the *FIRST* Volunteer Management System (VMS) by the deadline set by *FIRST*
- Track and ensure all volunteers have passed screening prior to assignment in VMS. Work with *FIRST* Youth Protection Program on any screening issues or with any questions
- Communicate with all volunteers pre-event, during the event and after (as applicable)
- 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, Volunteer Resource 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™ and Coopertition® 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
- Ensure all Corporate Contact Volunteers take meal breaks
- Rotate Corporate Contact Volunteers and/or Walk-On Volunteers as needed
- Required to attend mandatory daily morning meetings conducted by Chief Volunteer Coordinators

### Travel

- Must be willing to travel to attend the *FIRST* Robotics Competition event to which they are assigned. Travel expenses are not paid by *FIRST*.

### Experience and Skills Needed

- Prior experience as a *FIRST* Volunteer Coordinator is preferred
- Must be at least 23 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

### **Volunteer Time Commitment**

#### Pre-event Commitment

- Corporate Contact Calls
- Championship Assigning Calls
- Pre-event training calls

#### During Event Commitment

- Minimum 4 full day commitment (Wednesday-Saturday)

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

### **Reporting Relationships and Supervision**

Volunteer Coordinators will report directly to *FIRST* Robotics Competition, Volunteer Resource Coordinators.



## Volunteer Lounge Monitor

The Volunteer Lounge Monitor for the *FIRST* Championship events is a position located in Volunteer Central. Volunteer Central is the area that hosts the Volunteer Café, Coat Room, and Staff Office. The Volunteer Lounge offers a place for our hard-working volunteers to rest and recharge. Games and various activities are provided for volunteers. The volunteer in this position will monitor the Volunteer Lounge, supervise activities, answer volunteer questions, and provide general assistance.

### Responsibilities:

- Set up and tear down as needed.
- Supervise activities in the Volunteer Lounge.
- Maintain the room and any equipment in good order.
- Answer volunteer questions and provide general assistance.
- May be asked to assist with other tasks in Volunteer Central.

### Experience and Skills Needed:

- No prior *FIRST* experience necessary.
- Requires sitting and standing.
- Enjoys meeting and interacting with interesting people from all over the world!

### Championship Volunteer Time Commitment

- Volunteers are needed Wednesday morning – Saturday morning.
- Can be divided among multiple volunteers for the duration of the event – morning (7:30 AM – 12:30 PM) and afternoon (12:30 – 6:00 PM) shifts

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

### Training:

Training will be conducted on site

### Reporting Relationships and Supervision:

- Direct supervision: *FIRST* Headquarters Staff
- On-site guidance: Sonya Shaver ([sshaver@firstinspires.org](mailto:sshaver@firstinspires.org))
  - Binder with maps, schedules, and other information will be provided onsite for your reference.

## 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](#).

### 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