



## **FIRST Robotics Competition**

### **Event Volunteer Roles: Non-Technical**

Ambassador	Spare Parts Attendant
Ambassador Coordinator	Safety Advisor
Awards Assistant	Safety Glasses Attendant
Crowd Control	Scholarship Attendant
Field Assembly/Disassembly	Team Load-In/Out Attendant
Field Repair/Reset	Team Load-In/Out Manager
Inspection Manager	Team Queuing
Judge Assistant	Team Social Attendant
Machine Shop Attendant	VIP Media Check-in Table
Master of Ceremonies Assistant	Volunteer Lounge Manager
Pit Administration Support	Volunteer Registration Table Assistant
Pitt Announcer	Volunteer Registration Table Supervisor
Practice Field Attendant	

## **Ambassador**

### **Position Summary**

Ambassadors 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 their continued motivation, passion, and commitment to *FIRST*. Ambassadors are responsible for their own travel, accommodations, expenses, and arrangements.

### **Responsibilities**

- Conduct tours of the Pit
- Interact with teams and students
- Interface with invited guests
- Check-in at VIP Information Table 15 minutes prior to start of shift

### **Experience and Skills Needed**

- General knowledge of *FIRST* including:
  - Build season length and restrictions

- Robot design
- Robot Building Materials
- Fundraising/Sponsorship methods
- Other *FIRST* programs
- Detailed Knowledge of *FIRST* Game Challenge including:
  - Scoring Strategies
  - Game Objectives
  - Scoring Values
  - Robot build-restrictions
- Strong interpersonal and communication skills
- Self-directed individual
- Ability to move about the facility

### Time Commitment

- **Commitment:** Minimum one day + training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice day (the day before the competition)	Depends on training schedule
Day One of the Competition	7am-End of Day
Day Two of the Competition	7am-End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk the Ambassador Coordinator and Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### Training

The Ambassador Coordinator conducts training and provides guidance during the competition. Training is on site

### Reporting Relationships and Supervision

Direct supervision: Ambassador Coordinator

On-site guidance: Regional Director, Planning Committee Member, and Ambassador Coordinator

# Ambassador Coordinator

## Position Summary

Assist in facilitating the Ambassador Program. Collaborate with Event Management to ensure that all attendees, especially Invited Guests, are welcomed and attended to. This position provides the opportunity to cultivate support for *FIRST* programs by showcasing students and teams directly as opposed to viewing at a distance

## Responsibilities

- Coordinate with Regional Director or Planning Committee Chair before an event to coordinate a meeting time and location of training for
- Work with Regional Director or Planning Committee Chair to generate a "tour route" bearing in mind daily activities, queuing, and pit areas
- Act as a point of contact for those attending and have questions concerning the program
- Work with Regional Director or Planning Committee Chair to generate a schedule for Ambassadors
- Prepare training area for Ambassadors; keep room organized and clean
- Obtain and wear a two-way radio and headset, sign it in and out at the event management office
- Explain program and distribute materials
- Participate in training with Ambassadors and demonstrate proper skills such as:
  - Handshaking
  - Eye Contact
  - Speaking Skills
  - Posture
- Walk previously determined route with Ambassadors
- Serve as a Point of Contact for Students, Teachers, Mentors, and Event Leadership throughout the event
- Provide nametags/identifying marks to Ambassadors so that Event Volunteers can identify them
- Ensure enough Ambassadors are near the predetermined staging area to accommodate the ebb and flow of visitors to the event.

## Experience and Skills Needed

- Outgoing personality; high energy
- Strong interpersonal/communication skills
- Strong logistics skills
- Strong organizational skills
- Ability to move about the facility
- Ability to use radio/headset

## Time Commitment

- **Commitment:** Minimum two days + Training (half day)
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	Depends on training schedule
Day One of the Competition	7am –End of Day
Day Two of the Competition	7am - Start of Awards

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### **Training**

Training will be held on site

### **Reporting Relationships and Supervision**

Direct supervision and On-site guidance: Regional Director or Planning Committee Chair

## **Awards Assistant**

### **Position Summary**

Assist the Event Manager and Event Assistant with preparation and presentation of competition awards, trophies, and medallions to teams at awards ceremony on Friday and Saturday. *FIRST* experience not required.

### **Responsibilities**

- Work with the Event Manager and Event Assistant to ensure correct distribution of awards
- Unpack, clean, and prepare team awards, trophies, and medallions
- Set up awards table and medallion stand; organize items in the order they will be presented
- Assist presenters with distribution of awards to teams
- Break down awards table and medallion stand at end of ceremony, pack up remaining awards

### **Experience and Skills Needed**

- *FIRST* experience not required
- Self-directed individual
- Strong organizational skills
- Strong communication skills
- Ability to work independently
- Ability to take direction

## Time Commitment

- **Commitment:** Training + Two half days
- **Approximate times:**

Day	Times
Day One of the Competition	12pm - End of Day
Day Two of the Competition	12pm - End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

## Training

Training will be on site

## Reporting Relationships and Supervision

Direct supervision: Event Manager and/or Event Assistant

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## Crowd Control

### Position Summary

The Crowd Control volunteer position is a physically active position that requires facilitating smooth pedestrian traffic flow throughout the facility, monitor audience, keep walkways and aisles clear. Effective crowd control is critical to a safe and well-run event. May be asked to perform this duty in different areas of the venue.

### Responsibilities

- Restrict team access to Pit prior to morning opening of area; clear Pit of people after close of area
- Keep aisles, hallways and team traffic pathways clear in the Pit, near the playing field
- Limits team, volunteer, and public access to field
- Monitor access to designated Judge and Media/VIP areas
- Prohibit teams from "saving" blocks of seats
- Provide directions, i.e., to bathroom, concessions, Pit, Emergency Medical Technicians

### Experience and Skills Needed

- *FIRST* experience not required
- Outgoing, friendly personality
- Strong interpersonal/communication skills

- Ability to take charge; be assertive, but tactful
- Ability to move about facility
- General knowledge of facility and event layout
- Adults preferred, older teens may be considered

### **Time Commitment**

- **Commitment:** Minimum one day + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	7:30am - End of Day
Day One of the Competition	7:30am - End of Day
Day Two of the Competition	7:30am - End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### **Training**

Event Manager or 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

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## **Field Assembly-Disassembly**

### **Position Summary**

Assist with assembly on event set-up day, and/or disassembly on event break-down day, of the competition playing field. Volunteers need not do both. These volunteer roles have interesting and varied responsibilities and are physically active roles.

### **Responsibilities**

- Assemble playing field and electronics
- Demonstrate and comply with safe procedures for lifting and other physically challenging tasks
- Disassemble playing field and electronics and pack in travel crates
- Assist in loading travel crates onto truck, as needed

## Experience and Skills Needed

- *FIRST* experience not required
- Physical strength; ability to lift heavy objects and push large crates
- Basic mechanical/technical skills
- Ability to work as a member of a team
- Ability to move about the facility
- Ability to listen to and follow instructions

## Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – Completion of breakdown

*\*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

## Training

Field Supervisor and the *FIRST* Technical Advisor provide on-the-job training and direction.

## Reporting Relationships and Supervision

Direct supervision: Supervisor and *FIRST* Technical Advisor

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## Field Repair-Reset

### Position Summary

Repair and reset 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.

### Responsibilities

- Reset field after each team match
- Check field for debris after match, remove
- Check carpet for runs, and loose seam tape; apply/replace as needed
- Retrieve objects that fall outside the playing field

- Protect the scoring table from objects that may fall outside the playing field
- Prepare field at end of day for following day's play

### **Experience and Skills Needed**

- *FIRST* experience not required
- Ability to work as part of a team
- Physically active role; ability to stand for long periods of time and quickly move about the field

### **Time Commitment**

**Commitment:** Minimum two full days + Training  
**Approximate times:** Wednesday: 6 P.M. - 8 P.M. (dependent upon Regional\*)  
 Thursday: 8 A.M. - 6 P.M.  
 Friday: 8 A.M. - 5 P.M.  
 Saturday: 8 A.M. - Completion

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### **Training**

Field Supervisor conducts training during the Wednesday Volunteer Orientation Dinner and Training, and provides guidance during the competition

### **Reporting Relationships and Supervision**

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

\*Please Note: Some events will not be conducting a Wednesday evening Volunteer Orientation and Training.

## **Inspection Manager**

### **Position Summary**

Manages the paperwork and details associated with the inspection process, and tracks the progress of all teams at the event through inspection. Performs robot weight and size checks as necessary, and helps sequence teams through the process. Ensures team inspection status is current and prominently displayed. Provides support to the Lead Robot Inspector in prioritizing team inspections based on match schedule. Identifies issues and potential bottlenecks. Provides estimates for inspection completion to Lead Robot Inspector and other key personnel at the event. Provides recommendations on physical flow of teams through the inspection station. Works under the direction of the Lead Robot Inspector.

**\*Must sign a Conflict of Interest and Disclosure Form prior to start of service**

### **Responsibilities**

- Assist with set-up of inspection station



- Track progress of all teams through the inspection process, and ensures the information is accurately displayed
- Performs robot weight and size checks as necessary, and helps sequence teams
- Provides information to Lead Robot Inspector and others on inspection progress and issues
- Assist with breakdown of inspection station

**Experience and Skills Needed**

- *FIRST* experience not required; team experience preferred
- Strong attention to detail
- Strong process orientation
- Strong interpersonal/communication skills
- Ability to collaborate with others
- Ability to move about the facility
- Ability to stand for long periods of time
- Ability to work as a member of a team

**Time Commitment**

- **Commitment:** Minimum three days + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

**Training**

Lead Robot Inspector conducts training at the Wednesday Volunteer Orientation Dinner and Training and provides guidance during the competition. Inspection managers may be asked to shadow experienced managers at an event prior to taking on the role themselves

**Reporting Relationships and Supervision**

Direct supervision: Lead Robot Inspector

On-site guidance: Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

\*Please Note: Some events will not be conducting a Wednesday evening Volunteer Orientation and Training.

# Judge Assistant

## Position Summary

Assists Judge Advisor throughout the event, collaborates with event management staff to ensure the Judges are meeting the competition schedule deadlines, oversees the food and drinks delivered to the Judge room and is responsible for motivating and energizing the Judge panel throughout the competition. The Judge Assistant does not interview teams or participate in the awards recipient selection process.

## Responsibilities

- Ensure correct room set-up for Judge training; provide any assistance needed by the Judge Advisor
- Ensure correct room set-up for main Judge room; keep room organized and clean throughout event
- Organize and ensure all materials and supplies needed are available, and correctly placed on tables
- Assist Judge Advisor to keep Judge panel on schedule and meeting deadlines
- Provide clerical assistance, such as typing up award scripts on laptop (provided)
- Obtain and wear a two-way radio and headset during the event; work with event management to keep apprised of competition schedule changes; inform Judge Advisor and Judge Panel of schedule changes
- Ensure all Judges sign a Volunteer Conflict of Interest and Disclosure Statement prior to the start of the event
- Ensure all Judges have completed a Consent and Release Form in VIMS (or sign a paper copy at the event)
- Breakdown the Judge Room at the end of the competition, repack *FIRST* material (if applicable), return Planning Committee materials to Volunteer Coordinator
- Perform other duties as assigned by Judge Advisor
- **OPTION 1:** Serve as a Chairman's/Dean's List Award Interview Room Runner: Ensure applicable teams/students have signed up for an interview time slot; are waiting in line to be interviewed; and retrieve teams/students from the Pits who are absent from the line before their time slot.

## Experience and Skills Needed

- Outgoing personality; high energy
- Strong interpersonal/communication skills
- Strong writing skills
- Basic computer skills
- Strong organizational skills
- Ability to move about the facility

## Time Commitment

- **Approximate times (actual times will be communicated by Judge Advisor):**

Day	Times
Practice Day (the day before the competition)	6pm-8pm
Day One of the Competition	8am – End of Day

Day Two of the Competition

8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### **Training**

The Judge Assistant is provided with a checklist of responsibilities prior to, or at, the event. The Judge Advisor provides guidance during the event. Judge Assistants may also receive some guidance or direction from the Judges and/or the Volunteer Coordinator; but should inform the Judge Advisor of any requests from other Key Volunteers.

### **Reporting Relationships and Supervision**

Direct supervision: Judge Advisor

On-site guidance: Event Manager and/or Volunteer Coordinator

### **Travel**

Volunteers are responsible for their own travel and accommodation expenses and arrangements for attending a *FIRST* event.

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## **Machine Shop Attendant**

### **Position Summary**

Process work orders for the Machine Shop Staff. Work in a fast-paced environment with students, mentors and staff. General knowledge of robotics and parts preferred.

### **Responsibilities**

- Process work orders in a timely manner
- Maintain an organized area

### **Experience and Skills Needed**

- Must be able to work in a fast paced environment
- Ability to maintain calm
- General knowledge of robot parts
- *FIRST* experience not required, but a plus
- Strong interpersonal and communication skills (verbal and written)

### **Time Commitment**

- **Commitment:** Minimum one day + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### **Training**

Training will be on-site

### **Reporting Relationships and Supervision**

Direct supervision: Machine Shop Staff

On-site guidance: Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## **Master of Ceremonies Assistant**

### **Position Summary**

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 a heavily spirited individual, the MC Assistant helps support the energy and spirit that is present in the competition.

### **Responsibilities**

- Responsible for organization and queuing of team flags and spirit gear
- Works closely with MC to create a smooth and timely event
- May be called upon to lead dances and other events during downtime to maintain audience energy.
- Participate in on-site training
- Organizing Mascot Parade with Event Planner if applicable

### **Experience and Skills Needed**

- Ability to manage large quantities of flags and gear
- Outgoing personality; high energy, friendly, sense of humor
- Requires knowledge of the match process
- Self-directed individual
- Strong communication and interpersonal skills

- Strong organizational skills
- Ability to work well in a fast-paced environment
- Requires time-management skills
- Collaborates well
- Takes direction well

**Time Commitment**

- **Commitment:** Minimum two days + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	12pm – End of Day (Optional)
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

**Training**

Master of Ceremonies will provide a brief on-site training

**Reporting Relationships and Supervision**

Direct supervision: Master of Ceremonies and Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

**Pit Administration Support**

**Position Summary**

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.

**Responsibilities**

- Set-up the Pit Administration station
- Assist with team check-in
- Answer questions from teams, and visitors in the Pit area
- Assist with distribution of the daily match list to teams
- Maintain adequate supply of printed materials on the Pit Administration station
- Prohibit teams and guests from entering Pit prior to scheduled opening time; facilitate on-time departure of teams after Pit closes
- Manage lost and found items

- Complete Medical and Non-Medical Incident Forms as needed
- Collect ballots from teams for team-voted awards (if any); deliver to Judge Assistant (e.g. Gracious Professionalism Award)
- Distribute Chairman’s Award Feedback
- Distribute participation pins
- Break down and pack up Pit Administration station during final award ceremony

**Experience and Skills Needed**

- General knowledge of the *FIRST* Robotics Competition
- Customer facing, must be friendly and behave in a professional manner at all times
- General knowledge of facility and event layout
- Strong interpersonal/communication skills
- Strong organizational skills
- Ability to move about the facility
- Ability to stand for long periods of time
- Must be able to lift at least 25 pounds

**Time Commitment**

- **Commitment:** Minimum two days + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

**Training**

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

**Reporting Relationships and Supervision**

Direct Supervision: Pit Administration Supervisor

On-site oversight: Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## Pit Announcer

### Position Summary

Call 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. Experience as a Pit Announcer volunteer preferred.

### Responsibilities

- Facilitate adherence to team match schedule
- Announce pending team matches, and call team to queuing area
- Make general 'housekeeping' announcements
- Communicate with the Team Queuing volunteers to coordinate team line-up for matches via two-way radio and headset

### Experience and Skills Needed

- Ability to "take charge"; be assertive, but behave in a graciously professional manner at all times
- Outgoing personality; high energy
- Strong interpersonal/communication skills
- Clear and strong vocal ability, comfortable using a microphone in addressing a large crowd
- Vocally energetic, entertaining and engaging to the students
- Ability to collaborate with others, and work as a team
- Ability to sit for long periods of time

### Time Commitment

- **Commitment:** Minimum two days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### Training

Onsite training from the Pit Administration Supervisor throughout the competition

## Reporting Relationships and Supervision

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## Practice Field Attendant

### Position Summary

This volunteer team schedules and monitors 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 for reporting any malfunctions or damage to the field directly to the Field Supervisor.

### Responsibilities

- Maintain schedule at the practice field, monitor flow of teams, ensuring fair field use
- Assist teams in using the wireless equipment provided for the practice field using the instructions provided
- Report any malfunctions or field damage to the Field Supervisor
- Keep field clean of debris after each practice match
- Ensure that teams are using the practice field in a safe manner

### Experience and Skills Needed

- Basic knowledge in making connections to electronic equipment (instructions provided)
- Ability to "take charge"; be assertive
- Ability to keep track of, and secure as required, practice field electronics
- Ability to collaborate with others, work as a member of a team
- Ability to work and interact with volunteers, team members, contracted and *FIRST* staff
- *FIRST* experience not required
- Requires basic knowledge of the game and match process
- Self-directed individual
- Strong interpersonal and communication skills
- Strong organizational skills
- Work well in a fast-paced environment

### Time Commitment

- **Commitment:** Minimum one day + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day



Day Two of the Competition

8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

## **Training**

Training is onsite

## **Reporting Relationships and Supervision**

Direct supervision: Volunteer Coordinator

Technical supervision: Field Technical Advisor (FTA) or Field Technical Advisor Assistant (FTAA) (if FTA is unavailable)

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## **Spare Parts Attendant**

### **Position Summary**

Manage distribution and loaning of spare materials to teams.

### **Responsibilities**

- Set up and breakdown of spare parts table and parts
- Populate distribution log, and ensure teams complete required paperwork
- Track parts exchanged and loaned, enforce exchange/loaner requirements & restrictions
- Strong organizational skills required
- Ability to work and interact with team students and mentors
- Familiarity with FRC Kit of Parts and technical components is helpful

### **Experience and Skills Needed**

- *FIRST* experience preferred; must have knowledge of kit of parts
- Strong interpersonal/communication skills
- Strong organizational skills
- Self-directed individual
- Ability to sit for long periods of time
- Ability to work as a member of a team

### **Time Commitment**

- **Commitment:** Minimum one day + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### **Training**

Training will be on site

### **Reporting Relationships and Supervision**

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## **Safety Advisor**

### **Position Summary**

Safety Advisors are involved in ongoing safety assessment during the entire event. The Safety program nurtures a positive reinforcement model using safety credits to emphasize safe behavior and coaching to correct unsafe behavior. The goal is to have a safe event and to promote safety as a holistic life skill. Safety Advisors will receive training from the Lead Safety Advisor at the event.

### **Responsibilities**

- Monitor overall event safety, observe unsafe actions and coach teams in appropriate safe behavior
- Perform ongoing assessment of team behavior towards safety and determine the winner of the Safety Award
- Manage the safety recognition awards aspect of the program.
- Assist with Awards ceremony

### **Experience and Skills Needed**

- Ability to "take charge"; be assertive
- Ability to link *FIRST* principles to a safety approach and move teams to compliance
- Ability to move about the facility
- Ability to work and interact with volunteers, team members, contracted and *FIRST* staff
- *FIRST* experience not required; general knowledge of *FIRST* preferred

- High energy, outgoing personality
- Must be ethical and impartial
- Strong interpersonal/communication skills focused on a coaching approach
- Strong organizational skills
- Thorough knowledge of safety principles required, work related safety background preferred
- Work well as a member of a Safety team as well as with student team members

### **Time Commitment**

- **Commitment:** Minimum three days + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### **Training**

Training is onsite

### **Reporting Relationships and Supervision**

Direct supervision: Lead Safety Advisor

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## **Safety Glasses Attendant**

### **Position Summary**

Greet visitors and hand out safety glasses at Safety Glass Stations. Maintain adequate supply of safety glasses at the safety glasses locations, alert the Lead Safety Glasses Attendant when more glasses or volunteers are needed. Maintain a high level of safety as stated in the *FIRST* Safety Procedures.

### **Responsibilities**

- Greet visitors and provide them with safety glasses needed to enter the pit area
- Demonstrate Gracious Professionalism when explaining *FIRST* safety policies
- Clean safety glasses when returned
- Alert Lead Safety Glass Advisor if safety glasses supply are running low
- Maintain a standard of safety in the pit area

## Experience and Skills Needed

- *FIRST* experience not required
- Strong interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Attention to detail

## Time Commitment

- **Commitment:** Minimum one day + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

## Training

Training will be on site

## Reporting Relationships and Supervision

Direct supervision: Lead Safety Glasses Attendant

On-site guidance: Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training

## Scholarship Attendant

### Position Summary

The Scholarship Attendant will be in charge of promoting the *FIRST* Alumni Programs, and specifically the *FIRST* Scholarship Program to students, parents, mentors and others attending an FRC regional or FTC event (as available). The Scholarship Attendant will locate and set up the designated scholarship table using materials, and man the table during hours of operation. The Scholarship Attendant will speak with students and parents about the *FIRST* Scholarship Program and available scholarships.

### Responsibilities

- Locate the scholarship table
- Unpack the *FIRST* Alumni Programs information and setup display according to included instructions

- Put up included Scholarship Program Posters in various locations at the venue
- Staff the scholarship table, speak with students and parents about the *FIRST* Scholarship Program and available scholarships
- Breakdown and pack up scholarship table at the end of the event
- Inform the HQ *FIRST* Alumni Programs Manager at [scholarships@usfirst.org](mailto:scholarships@usfirst.org) of any deficit of materials

**Experience and Skills Needed**

- *FIRST* program participant strongly preferred
- Ability to "take charge"
- General knowledge of facility and event layout
- Strong interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Self-directed and motivated individual
- While talking points are available on event-day, the ideal volunteer will familiarize him or herself with the *FIRST* Alumni Programs: Scholarship Program prior to the event. And contact the HQ *FIRST* Alumni Programs Manager with any questions before hand at [scholarships@usfirst.org](mailto:scholarships@usfirst.org)
- Ability to stand for long periods; walk the length of the facility

**Time Commitment**

- **Commitment:** Minimum one day + Training
- **Approximate times:**

Day	Times
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

**Training**

Training will be on site

**Reporting Relationships and Supervision**

Direct supervision: Volunteer Coordinator

Oversight by: *FIRST* Volunteer Resources Department Staff and *FIRST* Alumni Programs Manager

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

# Team Load-In/Out Attendant

## Position Summary

The Team Load-In/Out Attendant volunteer position 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, in and out of the event venue at the start and end of an event. A single volunteer does not need to fulfill both roles of Team Load-In Attendant and Team Load-Out Attendant; instead, he or she could fill either one independent of the other. This volunteer role is critical to the safety of teams, volunteers and the public, during these processes.

## Responsibilities

- Direct teams as they are transporting robots, tool crates, etc. in to, and out of, the event venue
- Keep aisles, hallways and team traffic pathways clear in the Pit at all times
- Provide directions to all event participants as requested, i.e., to bathroom, concessions, Pit, Emergency Medical Technicians, etc.
- May be asked to work outside directing teams entering, or exiting, the venue

## Experience and Skills Needed

- *FIRST* experience not required
- Outgoing, friendly personality
- Strong interpersonal/communication skills
- Ability to take charge; be assertive, but tactful
- Ability to move about the facility
- General knowledge of facility and event layout (can learn this on-site before shift begins)
- Adults preferred but older teens may be considered

## Time Commitment

- **Commitment:** Minimum one day + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

## Training

Team Load-In/Out Manager and/or Event Manager conducts training onsite and provides guidance during the competition.

## Reporting Relationships and Supervision

Direct supervision: Team Load-In/Out Manager

On-site guidance: Team Load-In/Out Manager, Event Manager, and Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## Team Load-In/Out Manager

### Position Summary

The Team Load-In/Out Manager volunteer position oversees and trains the Team Load-In/Out Attendants. This volunteer must be present for the team load-in day and team load-out day. The goal for this position is to quickly, clearly, and safely guide teams to their designated pit locations upon arrival to the event site, and then to guide them out at the end of the event.

### Responsibilities

- Prior to the load-in start time, coordinate with Event Manager/Volunteer Coordinator to determine where Team Load-In/Out Attendants should be stationed throughout the venue and/or outside the venue
- Train Team Load-In/Out Attendants to ensure they are directing teams properly as they are transporting robots, tool crates, etc. in to, and out of, the event venue
- Ensure all Team Load-In/Out Attendants know the location to all important areas of the venue (i.e. FIRST aid station, bathroom, volunteer check-in, Pit area, etc.) so they can provide adequate instruction as requested
- Assist in the team load-in/out process as necessary and oversee all Load-In/Out Attendants during this process

### Experience and Skills Needed

- *FIRST* experience not required
- Outgoing, friendly personality
- Strong interpersonal/communication skills
- Ability to lead; take charge; be assertive, but tactful
- Ability to move about facility
- General knowledge of facility and event layout
- Quick responsiveness
- Adults preferred but older teens may be considered

### Time Commitment

- **Commitment:** Minimum two days + Training
- **Approximate times:**

Day	Times
Set-up Day (two days before competition)	12 noon – End of Day
Practice Day (the day before the competition)	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: This position should arrive approximately 1.5 hours prior to the doors opening to teams for a final meeting and placement of volunteer personnel. They should leave enough time upon arrival to check in at Volunteer Registration.**

### **Training**

Event Manager will conduct training onsite, and provides guidance during the competition.

### **Reporting Relationships and Supervision**

Direct supervision: Event Manager

On-site guidance: Event Manager and Volunteer Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## **Team Queuing**

### **Position Summary**

Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. A Team Queuer is responsible to manage team traffic to and from the playing field; stage and position teams in preparation for the start of matches; and restrict access to field for unauthorized individuals. This is a physically active role.

### **Responsibilities**

- Stage and position teams for matches
- Restrict access to field for unauthorized individuals
- Obtain a two-way radio and headset from event management office, sign it out; return it to office at end of day, sign it in
- Wear two-way radio and headset; communicate with the Pit Announcer regarding team competition schedule and timing, working with match schedule
- Maintain an uninterrupted flow of teams to the playing field
- Direct teams to driver stations, and facilitate team departure from field

### **Experience and Skills Needed**

- *FIRST* experience not required, but helpful
- Ability to "take charge"; be assertive, but tactful
- Basic knowledge of the game and match process
- Strong leadership, interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Self-directed individual
- Ability to stand for long periods of time

### **Time Commitment**



- **Commitment:** Minimum two days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

### 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

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

## Team Social Attendant

### Position Summary

Oversee the Team Social to ensure a safe, secure, and enjoyable event environment for attendees.

### Responsibilities

- Monitor event for inappropriate behavior, and intercede as able; seek assistance from Team Social Coordinator as needed
- Greet participants at event entrance, verify that the appropriate number of chaperones accompany team members, check attendees for wristbands or tickets if utilized; direct attendees to event activities
- Monitor event for adherence to *FIRST* policies

### Experience and Skills Needed

- *FIRST* experience not required
- Ability to "take charge"; be assertive, but tactful
- Knowledge and understanding of teenagers in social settings
- General knowledge of Team Social area layout
- Strong interpersonal/communication skills
- Self-directed individual

- Ability to move about the event
- Ability to stand for long periods of time

**Time Commitment**

- **Commitment:** Minimum one day + Training
- **Approximate times:**

Day	Times
Day One of the Competition	5pm-10pm

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

**Reporting Relationships and Supervision**

Direct Supervision: Volunteer Coordinator, Regional Director, or Planning Committee Chair

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

**VIP-Media Check-in Table**

**\*There may be separate volunteer positions and tables for VIP and media; to be determined by Planning Committee. Responsibilities of each position would be similar.**

**Position Summary**

Assist the VIP Reception Coordinator and Media/PR Coordinator with VIP/Media Registration and Information Table operations. Facilitate positive VIP and media experience at the event.

**Responsibilities**

- Assist with table set up, and break down after the event
- Obtain one two-way radio and headset from event management office, sign it out; return it to office at end of day, sign it in
- Greet and register VIPs and media representatives upon arrival
- Connect media with Media Coordinator or other staff designated as media host(s)
- Distribute name badges, press kits, event schedules, maps and other competition-related materials
- Provide information about *FIRST* and directions to various facility locations, and answer questions

**Experience and Skills Needed**

- *FIRST* experience not required, but helpful
- Should have VIP hosting or PR experience
- General knowledge of facility and event layout
- Outgoing personality
- Strong interpersonal/communication skills

- Self-directed individual
- Ability to move about the facility
- Ability to sit for long periods of time

**Time Commitment**

- **Commitment:** Minimum two days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

**Training**

Guidance provided by Media/PR Coordinator and/or VIP Reception Coordinator at event.

**Reporting Relationships and Supervision**

Direct Supervision: Volunteer Coordinator

On-site oversight: Media/PR Coordinator and/or VIP Reception Coordinator

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

**Volunteer Lounge Monitor**

**Position Summary**

This is a crowd control position. This position requires that you sit by the entrance of the Volunteer Lounge to check for proper authorization to pass through the area. Use counter to get an accurate number of volunteers that eat in the facility. Must be a take-charge person with strong interpersonal skills.

**Responsibilities**

- Sit/Stand by Volunteer Lounge, monitor who passes through
- Check for proper authorization, volunteers wear a FIRST "Volunteer" shirt and volunteer name badge identifying their status

**Experience and Skills Needed**

- Ability to "take charge"; be assertive

- Ability to sit or stand for long periods of time
- Ability to work and interact with volunteers, team members, contracted and FIRST staff
- *FIRST* experience not required
- General knowledge of facility and event layout
- Outgoing personality; high energy, gregarious; sense of humor

**Time Commitment**

- **Commitment:** Minimum one day + Training
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.**

**Training**

Training will be on site

**Reporting Relationships and Supervision**

Direct supervision: Volunteer Coordinator

On-site guidance: *FIRST* Volunteer Resources Department Staff

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

**Volunteer Registration Table Assistant**

**Position Summary**

Learn the process in which check in and registration will be performed at the assigned event. Manage the check in and registration activities at the Volunteer Registration table. Provide direction, assistance, and information to event volunteers and attendees.

**Responsibilities**

- Work with the Volunteer Registration Table Supervisor to be trained on the process for registering incoming volunteers and “walk-on” volunteers.
- Help with setup of the registration area.
- Greet and check in volunteers as they arrive at the event.
- Gather all completed necessary paper forms from volunteers.
- Monitor and enforce *FIRST* policies for minimum age requirement and “walk-on” volunteers.

- Distribute name badges, t-shirts, and volunteer year of service pins.
- Ensure that all Volunteers register prior to commencing duties.
- Ensure that all Volunteers check in daily before commencing duties (typically before breakfast).
- If necessary for registration and check in process, learn required system and computer use.
- Break down registration table and applicable equipment at the close of the event.

**Experience and Skills Needed**

- An understanding of office and internet technology, and the ability to utilize them
- Self-directed individual
- Strong interpersonal, communication, and leadership skills
- Ability to collaborate with others
- Strong assessment skills

**Time Commitment**

- **Commitment:** Pre-event training and training/supervision each day volunteers are needed on-site
- **Approximate times:**

<b>Day</b>	<b>Times</b>
Set-up Day (two days before competition)	12 noon – End of Day
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

*Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Registration Table Supervisor or Volunteer Coordinator, for detailed information on when you are expected to arrive.*

**Training**

Training is provided by the Volunteer Registration Table Supervisor prior to the start of the event. Training may include: PowerPoint presentation, Manual or Handbook, teleconference(s), email communications and other support materials.

**Reporting Relationships and Supervision**

- Reports to the Volunteer Registration Table Supervisor and event Volunteer Coordinator on-site.
- May take direction on-site from the Event Manager, Planning Committee, and/or FIRST staff.

\*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

**Volunteer Registration Table Supervisor**

**Position Summary - Key Volunteer Position**

Ensure the successful implementation of the event volunteer registration process. Train, supervise, and direct the Volunteer Registration Table Assistant(s) to ensure accurate implementation of the registration process. Ensure all necessary forms and documents are downloaded before the start of the event.

## Position Overview

- Leadership position, significant level of responsibility
- Opportunity to utilize and further develop leadership and assessment skills
- Networking opportunities

## Responsibilities

- Work with the event Volunteer Coordinator to be trained on the process of checking in registered volunteers, assigning “walk-on” volunteers, and issuing t-shirts and badges.
- Train the Volunteer Registration Table Assistant(s) on the protocol for volunteer registration.
- Ensure the volunteer registration process is set and organized prior to the Volunteer Orientation.
- If equipment will be used during the registration process; ensure equipment is in working order and secure/store equipment at the end of each day.
- Ensure that all Volunteers register prior to starting their volunteer duties.
- Ensure that all Volunteers check-in daily before starting their volunteer duties (ideally before breakfast).
- Supervise, direct and act as a resource for Volunteer Registration Table Assistant(s).
- Collect all completed paperwork from volunteers and organize to send back to *FIRST* Headquarters at the close of the event.
- Break down registration table and applicable equipment at the close of the event.

## Experience and Skills Needed

- An understanding of office and internet technology, and the ability to utilize them
- Strong interpersonal, communication, and leadership skills
- Self-directed individual
- Ability to delegate tasks and lead others
- Ability to collaborate and motivate others
- Strong assessment skills
- Ability to move about the venue as necessary

## Time Commitment

- **Commitment:** Pre-event training and training/supervision each day volunteers are needed on-site
- **Approximate times:**

Day	Times
Set-up Day (two days before competition)	12 noon – End of Day
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

*Note 1: The Volunteer Registration Table Supervisor needs to ensure there is coverage at all times during the event as walk-on volunteers could arrive at any time.*

*Note 2: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.*

### **Training**

Training is provided by the Volunteer Coordinator prior to the start of the event. Training may include: PowerPoint presentation, Manual or Handbook, teleconference(s), email communications and other support materials.

### **Reporting Relationships and Supervision**

- May receive direction from FIRST HQ prior to the event.
  - Reports to the event Volunteer Coordinator on-site.
  - May take direction on-site from the Event Manager, Planning Committee, and/or FIRST staff.
- \*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.