



## Volunteer Role Descriptions

\* Not all roles are offered at every event. Check with your volunteer coordinator for more information

Interested in volunteering at a *FIRST* Championship event?

Read the Championship Role Descriptions [here](#).

## Contents

Alumni & Scholarship Attendant .....	4
Awards Assistant .....	6
Control System Advisor .....	7
Crowd Control .....	9
Field Assembly and Disassembly .....	11
Field Repair-Reset.....	12
Field Supervisor .....	14
<i>FIRST</i> Technical Advisor (FTA).....	16
<i>FIRST</i> Technical Advisor Assistant (FTAA).....	18
Game Announcer.....	20
Head Referee .....	22
Inspection Manager.....	24
Judge.....	26
Judge Advisor.....	28
Judge Advisor Assistant (JAA) .....	30
Lead Robot Inspector .....	32
Lead Safety Advisor .....	34
Lead Safety Glasses Attendant .....	36
Lead Team Queuer .....	38
Machine Shop Attendant .....	40
Machine Shop Staff .....	41
Master of Ceremonies (Emcee).....	43
Master of Ceremonies Assistant .....	45
Pit Administration Supervisor.....	47
Pit Administration Support.....	49
Pit Announcer .....	51
Practice Field Attendant.....	53
Referee .....	55
Robot Inspector .....	57
Safety Advisor.....	59
Safety Glasses Attendant.....	61

Scorekeeper ..... 63

Spare Parts Attendant ..... 65

Student Ambassador ..... 66

Student Ambassador Coordinator ..... 68

Team Load-In/Out Attendant ..... 70

Team Load-In/Out Manager ..... 72

Team Queuing ..... 74

Team Social Attendant ..... 76

VIP and Media Check-in Table ..... 77

Volunteer Coordinator ..... 78

Volunteer Lounge Monitor ..... 81

Volunteer Registration Assistant ..... 82

Volunteer Registration Supervisor ..... 84

Webcast Operator ..... 86

Welcome Table Attendant ..... 88

## Alumni & Scholarship Attendant

The Alumni & Scholarship Attendant for *FIRST* Robotics Competition will oversee promotion of the *FIRST* Alumni Programs, and specifically the *FIRST* Scholarship Program to Participants, Parents, Mentors and others attending a *FIRST* Robotics Competition event. The Alumni & Scholarship Attendant will locate and set up the Alumni/scholarships table using provided materials, and man the table during hours of operation. The Alumni & Scholarship Attendant will speak with students and parents about *FIRST* Alumni engagement opportunities and the *FIRST* Scholarship Program.

### Responsibilities

- Locate the alumni & scholarship table and materials
- Unpack the *FIRST* Alumni Programs information from pallet, package, or Roadcase 13 and set up display per the included instructions
- Staff the table; Speak with Students, Parents, and Alumni about the *FIRST* Scholarship Program and other Alumni engagement opportunities
- Breakdown and pack up table at the end of the event
- Inform the *FIRST* Alumni Relations Manager at [scholarships@firstinspires.org](mailto:scholarships@firstinspires.org) of any deficit or issues with materials

### Experience and Skills Needed

- *FIRST* Alum preferred
- Ability to "take charge"
- General knowledge of *FIRST*, Alumni opportunities and/or the *FIRST* Scholarship Program
- 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 will be made available on event-day, the ideal volunteer will familiarize themselves with the [FIRST Alumni engagement opportunities](#) and [FIRST Scholarship Program](#) prior to the event, and contact the *FIRST* Alumni Relations Manager with any questions beforehand at [scholarships@firstinspires.org](mailto:scholarships@firstinspires.org)
- Ability to stand or sit for long periods; walk the length of the facility

### Volunteer Time Commitment

- Can be divided among multiple volunteers for the duration of the event
- Maximum 2 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

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

### **Reporting Relationships and Supervision**

Direct supervision: Volunteer Coordinator

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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Awards Assistant

Awards Assistants for *FIRST* Robotics Competition assist the Event Manager with preparations and presentation of competition awards to teams at the Awards Ceremony. *FIRST* experience not required.

### Responsibilities

- Work with the Event Manager to ensure correct distributions of awards
- Unpack, clean, and prepare team awards
- Set up awards table; organize items in the order they will be presented
- At ceremonies, assist presenters with distribution of awards to teams
- Break down awards table at end of ceremony, pack up remaining awards

### Experience and Skills Needed

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

### Volunteer Time Commitment

- Can be divided among multiple volunteers for the duration of the event
- Training provided on site
- 2 half day commitment (typically afternoons)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Training will be conducted on site.

### Reporting Relationships and Supervision

Direct supervision: Event Manager

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Control System Advisor

The Control System Advisor (CSA) for *FIRST* Robotics Competition is a Key Volunteer position. The CSA 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. This position requires a high level of technical knowledge and interpersonal skills and can affect the quality of the event.

### Responsibilities

- Assist teams in correcting Robot Control System Issues such as those related to the roboRIO, support boards such as the Pneumatics Control Module, wiring, programming, sensors, driver station, and laptop-roboRIO interface
- Assist teams with obtaining additional support as required
- Be aware of problems that arise and be ready to take steps to quickly diagnose and correct, with the goal of getting teams' robots running and on the field
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- Participate in training opportunities offered by *FIRST* and other parties

### Experience and Skills Needed

- Recent hands-on experience with the *FIRST* Robotics Competition Control System and diagnostic tools required
  - Team mentors or alumni strongly preferred
- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Understanding of basic Control System wiring guidelines and rules
- Proficiency in at least one of the *FIRST* Robotics Competition software languages (LabVIEW, C++, or Java)
- *FIRST* Robotics Competition team mentoring experience desired, but individual must be available full time at event as a resource for all teams present
- Strong problem-solving skills
- Strong time management and prioritization skills
- Strong interpersonal/communication skills in a high stress environment
- Ability to stand for long periods of time and move about the pit area
- Knowledge of the competition game and robot rules

## Volunteer Time Commitment

- Pre-event Training calls
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

**CSA Trainer:** Kevin O'Connor

**Training Schedule:** CSA's should plan to attend all webinars and review all training materials provided on the 2019 FRC CSA Training Schoology page.

**Training Sessions** - Introductory Training Materials provided within Schoology by Feb. 19, 2019

**Follow up Sessions** - Follow up webinars will be held on: 3/4, 3/11, 3/18, and 3/25 from 8:00pm-9:00pm ET using GoToWebinar. To access these, please find the link in Schoology.

### Joining Schoology

*Note: All CSA communication and trainings occur through [Schoology](#). This requires CSA's to create an account on Schoology and then join the 2019 FRC CSA Training Course.*

#### Creating A Schoology Account:

1. "Sign Up" for a FREE "INSTRUCTOR" account on Schoology (<https://www.schoology.com>).
  - *NOTE: DO NOT sign up as a "STUDENT"*

#### Joining the 2019 FRC CSA Training Course:

1. Log into Schoology using your Schoology Account.
2. In the top menu, select the **COURSES** menu item, which drops down a window shade containing a list of groups you are a member of (if you're not yet a member of any groups, this will be noted within the window shade).
3. Click the "**My Courses**" link in the upper-right of the **COURSES** window shade.
4. In the new page, click the "**Join Course**" button in the right-hand pane of the "**My Courses**" tab.
5. In the new pop-up window, use the Access code **RNXS3-CRJ67** and click the "Join" button.
  - Please note that if you get errors about an incorrect or invalid access code, be sure to use the COURSES menu drop-down and NOT the GROUPS drop-down.

### Reporting Relationships and Supervision

Supervision: *FIRST* Technical Advisor (FTA) provides support and advice during the event

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)



## 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. 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

- Maintain a positive attitude while interacting with teams, guests, and VIPs
- 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
- Approachable and 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

### Volunteer Time Commitment

- Can be divided among multiple volunteers for the duration of the event
- Practice Day (if applicable)
- Minimum 1 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### 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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Field Assembly and Disassembly

Field Assembly and Disassembly volunteers for *FIRST* Robotics Competition assist with assembly of the competition playing field and the practice field on event set-up day, and/or disassembly on event break-down day. Volunteers are not required to do both assembly and disassembly.

### 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 and carpet rolls 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

### Volunteer Time Commitment

- Setup Day - approx. 8 hours
- Disassembly day – approx. 4 hours

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

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

### Reporting Relationships and Supervision

Direct supervision: Field Supervisor and *FIRST* Technical Advisor

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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 is normally very physically active.

### Responsibilities, as assigned by the Field Supervisor, may include

- Strict Adherence to *FIRST*'s safety practices
- Reset field after each team match: Replace game pieces and field elements to their position at the start of the 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
- Open the field's gates at the end of each match and close them prior to the next match.
- Monitor and safeguard team members and robots during field reset

### Experience and Skills Needed

- *FIRST* experience not required
- Friendly personality
- Strong interpersonal/communication skills
- Ability to take charge; be assertive, but tactful
- Ability to move about the field and stand for long periods of time
- Adults preferred, older teens may be considered

### Volunteer Time Commitment

- Minimum 1 full day commitment
- Preferred 2 day (District) or 3 day (Regional)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### 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: Volunteer Coordinator and *FIRST* Technical Advisor

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Field Supervisor

Field Supervisor for *FIRST* Robotics Competition is a Key Volunteer position. They 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 Advisors who provide support and advice during the event.

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

### Responsibilities

- Strict Adherence to *FIRST*'s safety practices
- Participate in pre-event training provided by *FIRST*
- Review the Roles and Expectations document for the Field Supervisor
- Supervise field constructions (including practice field) in collaboration with the *FIRST* Technical Advisor
- Direct field reset process
- Facilitate adherence to match timing
- Monitor placement of robots on field
- Promote and monitor the safety of volunteers and team members
- Collaborate with Lead Queuer, Game Announcer, Emcee, FTAA, and FTA to monitor and set/adjust game pace
- Conduct volunteer training for and supervise Field Assembly/Disassembly and Field Repair/Reset volunteers at event
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- May be required to attend daily morning meeting conducted by Event Manager/Coordinator

### Experience and Skills Needed

- *FIRST* experience required; including understanding of event match cycles
- Team experience ideal; Team match participation preferred
- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Knowledge of the competition game and rules
- Construction experience helpful
- General knowledge of robot construction is a plus
- Strong leadership skills
- Strong interpersonal/communication skills
- Ability to stand for long periods of time and move about playing field

### **Volunteer Time Commitment**

- Pre-event Training calls
- Setup Day
- Practice Day (if applicable)
- Minimum 3 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

#### **Training**

**Field Supervisor Trainer:** Paul George

**Training Conference Calls:** *Coming soon!*

\*An invitation to join the Box.com folder will be sent via email by the Trainer/*FIRST* Headquarters

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

Direct supervision: *FIRST* Technical Advisor

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

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

The *FIRST* Technical Advisor (FTA) is responsible for keeping the FRC field running smoothly and in accordance with *FIRST* requirements. The FTA works in collaboration with event staff, the *FIRST* Technical Advisor Assistant (FTAA), other key volunteers at the event, and *FIRST* staff. This is a highly visible role with significant responsibility. The *FIRST* Technical Advisor reports to *FIRST* Headquarters.

*FIRST* Technical Advisors are nominated by current FTAs, Regional Directors, District Management, or *FIRST* Headquarters staff. *FIRST* Headquarters approves nominations. Experience as a *FIRST* Technical Advisor Assistant is required before an individual can be nominated to become an FTA.

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

### **Responsibilities**

- Strict Adherence to *FIRST*'s safety practices
- Ensure safe practices and matches
- Participate in training required by *FIRST*
- Coordinate and communicate regularly with Event Manager/Coordinator and key volunteers on all relevant aspects of the event
- Coordinate with the AV crew, Field Supervisor, Facility Manager and field assembly crew
- Along with Field Supervisor, monitor field (including practice field) set up and break down and ensure road cases are unpacked and re-packed properly
- Participate in volunteer meeting, referee meeting, robot inspector meeting, and driver meeting where needed
- Monitor progress, consistency and success of key event volunteers including Head Referee, Field Supervisor, Lead Queuer, Lead Robot Inspector and Pit Announcer to ensure matches deliver a positive experience to teams and remain on schedule
- Work with volunteers to monitor wireless communications and other aspects of the event using available diagnostic tools
- Be aware of problems that arise and be ready to take steps to quickly diagnose and correct
- Assist teams with technical issues on-field
- Provide required event reports, such as information on missing or damaged equipment, to *FIRST* Headquarters

### **Experience and Skills Needed**

- Must be post-high school or equivalent. Post-college or equivalent preferred (minimum age of 19 at time of service. 21 years old or older preferred)
  - Exceptions may be granted by *FIRST* Headquarters
- Experience as a *FIRST* Technical Advisor Assistant
- Familiarity or willingness to become familiar with the robot control system, field management system, field electronics and diagnostic tools



- Solid knowledge of the competition game rules and *FIRST* procedures and documentation
- Strong diplomatic interpersonal/communication skills
- Ability to multitask and work under pressure
- Ability to stand for long periods of time and move about playing field

### **Time Commitment:**

- Attendance at in-person FTA training every year
- Minimum 3 full day commitment (Districts)
- Minimum 4 full day commitment (Regionals and District Championships)
- FTAs are often among the first volunteers to arrive at an event and among the last to leave

*Note: Event schedules vary. Please check the event schedule and talk to event management for detailed information about the schedule*

### **Training**

Provided by *FIRST* headquarters prior to start of competition season. Includes: training at *FIRST* headquarters, live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support.

### **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.

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## **FIRST Technical Advisor Assistant (FTAA)**

The *FIRST* Technical Advisor Assistant for *FIRST* Robotics Competition is a Key Volunteer position. They help keep the *FIRST* Robotics Competition field and event running smoothly and work in collaboration with the *FIRST* Technical Advisor. The position requires a high level of responsibility and can impact the quality of the event.

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

### **Responsibilities**

- Strict Adherence to *FIRST*'s safety practices
- Provide backup to the *FIRST* Technical Advisor (FTA)
- Work with volunteers to monitor wireless communications and other aspects of the event using available diagnostic tools
- Be aware of robot connection problems that arise and be ready to quickly diagnose and assist teams to assess and fix the problems
- Assist teams with robot technical issues on-field including but not limited to robot connection issues
- Review the Roles and Expectations document for the FTAA
- Participate in training opportunities offered by *FIRST*
- May be required to attend daily morning meeting conducted by Event Manager/Coordinator

### **Experience and Skills Needed**

- *FIRST* experience required; Understanding of event match cycles recommended
- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Familiarity or willingness to become familiar with the robot control system, robot diagnostic tools, robot wiring guidelines, Driver Station software, and Windows Networking settings
- Should be ready to step in should the FTA become unavailable
- Knowledge of the competition game and rules
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- Strong interpersonal/communication skills
- Ability to stand for long periods of time and move about playing field

### **Volunteer Time Commitment**

- Pre-event Training calls
- Setup day
- Practice Day (if applicable)
- Minimum 3 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

#### **Training**

**FTAA Trainer:** Paul George

**Training Conference Calls:** *Coming soon!*

\*An invitation to join the Box.com folder will be sent via email by the Trainer/*FIRST* Headquarters

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

Direct supervision: *FIRST* Technical Advisor

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Game Announcer

The Game Announcer for *FIRST* Robotics Competition is a Key Volunteer position. They 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 ensure the smooth flow of match play, maintain the pace of the event, and can significantly impact the quality of the competition.

### Responsibilities

- High profile position, audible presence at competition
- Participate in training opportunities offered by *FIRST*
- Announce play-by-play commentary for each match
- Works as a team with the Master of Ceremonies to produce a well-organized, thrilling event
- Work closely with the Head Referee and Scorekeeper in announcing scores and penalties
- Seek and announce unique information specific to individual teams

### Experience and Skills Needed

- *FIRST* experience strongly preferred
- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Public speaking experience highly preferred; TV/radio/acting experience ideal
- Comfortable using a microphone and addressing a large crowd; vocally energetic
- Observant, creative, focused, quick thinking, high-stamina
- Work well in a fast-paced environment
- Requires thorough knowledge of the game and match process
- Ability to develop commentary as matches occur
- Ability to collaborate with others

### Volunteer Time Commitment

- Pre-event Training calls
- Practice Day (if applicable) - observe practice matches and become familiar with the game and teams. No Announcing.
- Minimum 2 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

## **Training**

Provided by *FIRST* headquarters prior to the start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications, and one-on-one support. First-year volunteer may serve in an apprentice role, working with a veteran Game Announcer.

**Game Announcer Trainer:** Blair Hundertmark

[Emcee and Game Announcer Training Materials](#)

## **Reporting Relationships and Supervision**

Direct supervision: Event Manager and Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Head Referee

The Head Referee for *FIRST* Robotic Competition is a Key Volunteer position. They are in a high visibility leadership position that is responsible for training, directing, and supervising all Referees and Official Scorers. In collaboration with the *FIRST* Technical Advisor (FTA), oversees all scoring processes and procedures. Works and interacts with students, volunteers, and contracted/*FIRST* staff, displaying Gracious Professionalism even in stressful situations. This physical role, positioned along the field border, has final authority for decisions regarding match scores. Plays a critical role in ensuring smooth flow of match play, facilitating a positive and fair environment for all competitors, and maintaining the pace of the event.

The Head Referee is nominated by the Volunteer Coordinator. Once nominated, the individual must be approved through *FIRST*; including the Chief Referee. Once approved the candidate will be contacted and assigned by *FIRST* Headquarters.

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

### Responsibilities

- Facilitate a positive and fair competition environment for all participants
- Monitor and promote safe practices on and around the playing field leading by example
- Wear provided Head Referee shirt and safety glasses when in the arena
- Supervise Referees and Official Scorers, work with Volunteer Coordinator prior to event to ensure all roles are filled and certified
- Observe matches, "call" rule infractions
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- Lead score deliberations, if necessary, and make final decisions regarding match scores or contested penalties
- Participate in deliberations with the FTA, Field Supervisor, and Lead Robot Inspector regarding robot-related issues as required
- Secure and distributes referee supplies, pack Referee case at conclusion of event
- The Head Referee is responsible for conducting a conference call for the Referees before the event begins (approx. 1 week before the event begins)
- Attend Head Referee training by teleconference and training at *FIRST* HQ (approx. bi-annually)
- Attend daily morning meeting conducted by Event Manager/Coordinator (when requested)

### Experience and Skills Needed

- Must be at least 23 years of age at time of service (Exceptions may be granted by *FIRST* Headquarters)
- Four (4) prior years of *FIRST* referee experience
- Demonstrate diplomacy and authority; be assertive, but tactful

- Thorough knowledge of the competition game and rules of play, including staying up-to-date with Team Updates (must pass two online certifications by the deadlines established by the Chief Referee each season)
- Approachable personality; high energy
- Strong communication, diplomacy skills
- Self-directed individual
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Ability to move about the field and stand for long periods of time
- Strong assessment skills

### **Volunteer Time Commitment**

- Attendance at the Head Ref training approximately every other year
- Pre-event training
- Must pass online Head Referee & Referee certifications by the deadline set by HQ
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Provided by *FIRST* headquarters prior to start of competition season. Includes: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications, one-on-one support, and training at *FIRST* headquarters. Not all volunteers will be required to participate in on-site training at *FIRST* headquarters. First-year Head Referees may be required to have a veteran Head Referee on-site.

### **Reporting Relationships and Supervision**

On-site guidance: Volunteer Coordinator

Support by *FIRST* Technical Advisor, Chief Referee and designated *FIRST* headquarters contact

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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. Works under the direction of the Lead Robot Inspector.

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

### Responsibilities

- Assists with set-up of inspection station
- Tracks 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
- Ensures team inspection status is current and prominently displayed
- Provides information to Lead Robot Inspector and other key personnel on inspection progress and issues
- If affiliated with a team, cannot make decisions about or inspect affiliated team's robot
- Watches over the pit while the Lead Robot Inspector is away from the 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 & work as a member of a team
- Ability to move about the facility and stand for long periods of time

### Volunteer Time Commitment

- Training provided by the Lead Robot Inspector on site
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Lead Robot Inspector conducts training day of 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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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 ability to positively impact quality of event and have an opportunity to coach students on career paths.

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

### Responsibilities

- Attend pre-event Judge Training Meeting
  - Learn and understand award criteria and selection process
- Read the Judge Manual
- Wear provided Judge shirt and safety glasses when in the arena and pits
- Respond and comply to email requests from the Judge Advisor
- Interview and observe teams in the Pit, on the playing field and other areas
- Review team background literature
- Participate on Judge Panel to decide team/student awards recipients
- Write short awards scripts extolling merits of winning teams
- Assist with award presentations to teams
- Must disclose any relationships with FRC teams at the event and must follow the directions given to you by the Judge Advisor

### Experience and Skills Needed

- *FIRST* experience not required
- Minimum suggested age: 25
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Strong assessment skills
- Strong critical thinking skills
- Strong interpersonal/communication skills
- Ability to work as a member of a team
- Ability to move about the facility – Volunteers with limited mobility and wheelchair users welcome

### Volunteer Time Commitment

- Pre-event training (could include in-person or teleconference)
- Minimum 2 full day commitment at event

*Note: Event schedules vary. Please check the event schedule and talk to your Judge Advisor for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Training is provided by the Judge Advisor prior to the competition. Typically, this training takes place via teleconference or in-person prior to the event. The Judge Advisor will email the Judge Handbook to all Judges 2-4 weeks prior to the competition.

### **Reporting Relationships and Supervision**

Direct supervision: Judge Advisor

Support provided by *FIRST* Headquarters, if needed

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Judge Advisor

The Judge Advisor for *FIRST* Robotics Competition is a Key Volunteer position. They are responsible for training the Judge Panel pre-event and leading the Judge Panel on-site. Judge Advisors do not vote on awards but rather facilitate that process. This position requires a high level of organization and interpersonal skills, and can affect the quality of the event.

The Judge Advisor is nominated by the Planning Committee. Once nominated, the individual must be approved through *FIRST*; including the Chief Judge Advisors. Once approved the candidate will be contacted and assigned by *FIRST* Headquarters.

Rookie (new) Judge Advisors must attend a Judge Advisor training session held in January, conducted by the Chief Judge Advisors and *FIRST* Headquarters, prior to serving in the role. Veteran Judge Advisors must attend this training session at least once every two years to remain qualified to serve as a Judge Advisor (exceptions may be approved through *FIRST*).

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

### Responsibilities

- Participate in all required Judge Advisor training provided by *FIRST* Headquarters, including conference calls and webinars and reading the Judge manual yearly
- Training the Judge Panel pre-event
- Leading the Judge Panel on-site
- Facilitating award decisions & clarifying award guidelines and ensuring the overall consistency of the awards process in accordance to *FIRST* policy and guidelines
- Opportunity to contribute to the successful execution of the competition
- Opportunity to cultivate support for *FIRST* programs
- Must communicate with their group of Judges prior to their event. This may include email or phone communication starting at least one month before and leading up to the event.
- Work with your Volunteer Coordinator and assist as needed
- Judge Advisors may be asked to recruit, or help recruit Judges. Judge Advisors should work with their Planning Committee and Volunteer Coordinator to understand who will be doing the Judge recruiting.
- Supply *FIRST* Headquarters with Judge Evaluation forms post-event
- Must understand and advise Judges regarding any relationships with FRC teams at the event
- Must pass the JA Certification prior to the start of events

### Experience and Skills Needed

- Minimum of two years as a Judge at the regional and/or championship level (exceptions may be granted by *FIRST* Headquarters)
- Minimum suggested age: 30
- Understand the *FIRST* mission
- Excellent organizational and communication skills required

- Strong assessment skills
- Strong critical thinking skills
- Strong interpersonal/communication skills
- Ability to work as a member of a team
- Ability to move about the facility

### **Volunteer Time Commitment**

- Attendance at the January Judge Advisors (JA) training every other year
- Pre-event Conference Calls & Email correspondence
- Pre-event administrative work starting ~3 months prior to the event
- Minimum 2 full day commitment at event
- Must complete Post-Event Judge Evaluation

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Pre-event training by Chief Judge Advisors and *FIRST* Headquarters, weekly conference calls and email blasts throughout the season.

### **Reporting Relationships and Supervision**

Support by Planning Committee, *FIRST* Headquarters, Chief Judge Advisors, and Veteran Judge Advisors if desired.

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Judge Advisor Assistant (JAA)

The Judge Advisor Assistant (JAA) role for *FIRST* Robotics Competition assists the 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 JAA does not interview teams or participate in the awards selection process.

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

### Responsibilities

- Ensure correct room set-up for the judge rooms; keep rooms organized and clean throughout event
- Organize and ensure all materials and supplies needed are available
- Assist Judge Advisor to keep Judge panel on schedule and meet deadlines
- Provide clerical assistance, such as typing up award scripts on laptop (provided)
- Obtain a radio from event management office to keep aware of event information and issues; inform Judge Advisor and Judge Panel of schedule changes. Return radio to office at end of day
- Ensure all Judges sign a Volunteer Conflict of Interest and Disclosure Statement (if needed)
- Ensure all Judges have completed a Consent and Release Form
- Breakdown the Judge Room at the end of the competition, repack *FIRST* material (if applicable)
- 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
- Perform other duties as assigned by Judge Advisor

### Experience and Skills Needed

- *FIRST* experience not required
- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Approachable and friendly personality
- Strong interpersonal/communication skills
- Strong writing skills
- Basic computer skills
- Strong organizational skills
- Ability to move about the facility

### **Volunteer Time Commitment**

- Pre-event training (could include in-person or teleconference)
- Pre-event Set-up (1/2 day)
- Minimum 2 full day commitment at event

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator and Judge Advisor for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

#### **Training**

The JAA is provided with a checklist of responsibilities prior to, or at the event. The Judge Advisor provides guidance during the event.

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

Direct supervision: Judge Advisor

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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Lead Robot Inspector

The Lead Robot Inspector for *FIRST* Robotics Competition is a Key Volunteer position. They oversee and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot design and inspection rules. Train, supervise, and direct the Robot Inspectors and Inspection Managers. Make final decisions regarding inspection decision disputes. Provide general technical support for teams by helping to resolve issues with their robots.

The Lead Robot Inspector is nominated by the Volunteer Coordinator. Once nominated, the individual must be approved through *FIRST*; including the Chief Robot Inspector. Once approved the candidate will be contacted and assigned by *FIRST* Headquarters.

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

### Responsibilities

- Help recruit Robot Inspectors for your event
- Work with your Volunteer Coordinator and assist as needed
- Set up inspection and weigh-in areas
- Perform robot inspections and weigh-ins; ensure process complies with competition schedule
- Complete inspection paperwork
- Lead deliberations with Robot Inspectors regarding inspection decision issues or discrepancies; make final decision (in case of a dispute, collaborate with *FIRST* or the Chief Robot Inspector)
- Determine need for re-inspections
- Supervise, direct and act as a resource for Robot Inspectors
- Break down inspection and weigh-in areas and pack for transport
- Maintain consistency throughout the inspection process
- Meet with FTA and Head Referee throughout competition to discuss robot issues and other items that affect the competition
- If affiliated with a team, cannot make decisions about or inspect affiliated team's robot
- Attend Lead Robot Inspector (LRI) training session at least once every two (2) years
- Attend daily morning meeting conducted by Event Manager/Coordinator

### Experience and Skills Needed

- Minimum two (2) years prior *FIRST* Robot Inspection experience required; Two (2) years prior team robot build experience required (exceptions may be approved by *FIRST* Headquarters)
- Minimum of 21 years old at time of service
- Knowledge of robot inspection and other competition rules
- Mechanical aptitude required
- Ability to follow and enforce electrical wiring diagrams
- Ability to follow and enforce pneumatics diagrams



- Ability to "take charge", be assertive, but tactful
- Strong interpersonal, communication, and leadership skills
- Ability to collaborate with others
- Self-directed individual
- Ability to move about the facility, and stand for long periods of time
- Strong assessment skills
- Ability to work as a member of a team
- Pass online Robot Inspector certification

### **Volunteer Time Commitment**

- Attendance at the Lead Robot Inspector training every other year
- Pre-event training calls
- Must pass online Robot Inspector certification one week prior to the event
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Lead Robot Inspector training is provided by *FIRST* Headquarters prior to start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, and email communications.

Existing Lead Robot Inspectors are expected to attend on-site training sessions held at specified training location at least once every two (2) times it is held to remain qualified. Any exceptions requests will be reviewed on a case-by-case basis by *FIRST* Headquarters. Lead Robot Inspectors will also be required to pass the Robot Inspector test on a yearly basis.

The Lead Robot Inspector is expected to conduct training for Robot Inspectors and Inspection Managers for their event.

### **Reporting Relationships and Supervision**

Support by Planning Committee, *FIRST* Headquarters, and Chief Robot Inspector

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Lead Safety Advisor

The Lead Safety Advisor for *FIRST* Robotics Competition is a Key Volunteer position. They work with a team of Safety Advisors to increase the awareness of safety among all *FIRST* participants. This individual will work with teams to ensure they understand, comply with, and practice the fundamentals of safety to ensure the safety of all event participants. The Lead Safety Advisor will be responsible to provide training of the Safety Advisors in team coaching, mentoring and evaluation during the competition. The Lead Safety Advisor and the Safety Advisors will also select one team to win the "Safety Award sponsored by UL" at the conclusion of the event. Maintain a high level of safety as stated in the [FIRST Safety Manual](#) and [FIRST Game Manual](#).

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

### Responsibilities

- Knowledge of safety issues
- Train Safety Advisors
- 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 sponsored by UL
- Manage the safety recognition awards of the program
- May be required to attend daily morning meeting conducted by Event Manager/Coordinator
- Assist with Awards Ceremonies

### Experience and Skills Needed

- *FIRST* experience not required; general knowledge of *FIRST* preferred
- Thorough knowledge of safety principles required, work related safety background preferred
- Ability to link *FIRST* principles to a safety approach, and move teams to compliance
- Must be ethical and impartial
- Strong interpersonal/communication skills focused on a coaching approach
- Work well with student team members
- Ability to "take charge"; be assertive
- Ability to collaborate with others, work as a member of Safety team
- Ability to move about the facility and stand for long periods
- Detail oriented
- Approachable and friendly personality
- Strong organizational skills
- Work well in a fast-paced environment

### **Volunteer Time Commitment**

- Pre-event training by Underwriters Laboratories
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

#### **Training**

Underwriters Laboratories provides training

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

On-site guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Lead Safety Glasses Attendant

Lead Safety Glasses Attendant for *FIRST* Robotics Competition ensures that the safety glass stations are executed properly throughout the event. Maintain a high level of safety as stated in the [FIRST Safety Manual](#) and [FIRST Game Manual](#).

### Responsibilities

- Help meet, greet, and direct visitors to the event pit areas
- Coordinate with Event Manager/Volunteer Coordinator to determine locations for Safety Glasses Stations
- Ensure that all Safety Glasses Stations are adequately supplied with safety glasses, cleaning supplies, earplugs, and other items as needed throughout the day
- Maintain schedule for Safety Glasses Attendants to ensure that the Safety Glasses Stations are staffed throughout the day
- Make sure Safety Glasses Station volunteers have meals/breaks
- Properly secure safety glasses at the end of each day during the competition
- Complete Safety Glasses Inventory at end of competition
- Communicate with Event Manager if additional supplies are needed, either for your own event or an upcoming event

### Experience and Skills Needed

- *FIRST* experience not required
- Strong interpersonal and communication skills
- Ability to oversee and manage others
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Ability to link *FIRST* principles to a safety approach, and move teams to compliance
- Strong interpersonal/communication skills focused on a coaching approach
- Ability to "take charge"; be assertive
- Ability to collaborate with others, work as a member of Safety team
- Ability to move about the facility and stand for long periods
- Approachable and friendly personality
- Strong organizational skills
- Ability to sit for long periods of time – Volunteers with limited mobility and wheelchairs users welcome
- Work well in a fast-paced environment

### **Volunteer Time Commitment**

- Complete training prior to the event
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

#### **Training**

Complete Lead Safety Glasses Advisor Training prior to arriving. [Training Slides](#)

#### **Resources**

- [Safety Glasses Sign Out Sheet](#)
- [Return Safety Glasses Sign](#)

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

On-site Guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Lead Team Queuer

The Lead Team Queuer for *FIRST* Robotics Competition is a Key Volunteer position. They 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. This is a physically active role.

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

### Responsibilities

- Strict Adherence to *FIRST*'s safety practices around the playing field
- Contribute to the success of the competition by maintaining match pace
- Collaborate with Field Supervisor and *FIRST* Technical Advisor on team traffic flow
- Collaborate on team traffic flow pattern to/from the playing field
- Train, Direct, and supervise Team Queuers
- Restrict access to field for unauthorized individuals
- Stage and position teams in preparation for the start of matches
- Stage and position team representatives for Alliance Selection
- Maintain uninterrupted flow of teams to the playing field
- Direct teams to player stations, and facilitates team departure from field
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- Communicate with the Pit Announcer regarding team competition schedule and timing, working with the match schedule
- Create proper markings for team flow direction
- Required to attend daily morning meeting conducted by Event Manager/Coordinator

### Experience and Skills Needed

- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Team Queuing experience is helpful
- Ability to "take charge"; be assertive, but tactful
- Ability to collaborate with others, work as a member of a team
- Basic knowledge of the game and match process
- Strong leadership, interpersonal and communication skills
- Self-directed individual
- Ability to stand for long periods of time

### **Volunteer Time Commitment**

- Pre-event training call
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Training is provided by *FIRST* headquarters prior to start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support. *FIRST* Technical Advisor provides advice during the competition.

**Lead Team Queuer Trainer:** Dave Ferreira

**Training Conference Calls:** *Coming Soon!*

[2018 Lead Team Queuer Training Slides](#)

### **Reporting Relationships and Supervision**

Direct supervision: *FIRST* Technical Advisor (FTA)

On-site guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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.

### Responsibilities

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

### Experience and Skills Needed

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

### Volunteer Time Commitment

- Minimum 1 full day commitment
- Preferred 2 full day (Districts) or 3 full day (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Training will be on-site

### Reporting Relationships and Supervision

Direct supervision: Machine Shop Staff

On-site guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)



## 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 is an active role, not sedentary.

### Responsibilities

- Promote and instruct teams on tool safety practices depending on insurance and shop regulations
- Maintain safe work environment

### Experience and Skills Needed

- *FIRST* experience not required
- Experienced machinist/welder, or significant machine shop experience
- Strong mechanical/technical skills
- Experience using a variety of machine tools (See the list at end of position description)
- Strong interpersonal/communication skills
- Self-directed individual
- Ability to stand for long periods of time and move about the facility
- Ability to work as a member of a volunteer team
- The list below includes equipment that is typical of most event Machine Shops, which any volunteer assigned to the Machine Shop Staff role should be qualified to operate. Please note that additional equipment may be present. Machine Shop Staff will not operate any equipment they are not trained or otherwise qualified to operate.
  - Vertical milling machine
  - Engine lathes
  - Acetylene torches
  - Drill press
  - Band saw
  - Disc sander
  - TIG welder
  - Finger brake
  - MAPP gas torch
  - Portable band saw
  - Saber saw
  - Router or roto-zip
  - Circular saw

### Volunteer Time Commitment

- Minimum 1 full day commitment
- Preferred 2 full day (Districts) or 3 full day (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

## **Training**

Training is on-site

## **Reporting Relationships and Supervision**

On-site oversight: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Master of Ceremonies (Emcee)

The Master of Ceremonies (aka MC or Emcee) for *FIRST* Robotics Competition is a Key Volunteer role. The MC 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. The MC ensures the smooth flow of match play, maintains the pace of the event, and can significantly impact the quality of the competition.

### Responsibilities

- Responsible for setting the tone of the competition
- Works as a team with the Game Announcer to produce a well-organized, thrilling event
- Ensures the smooth flow of match play, and maintains the pace of the event
- Work closely with the FTA to maintain schedule and flow of the event
- Participate in pre-event training
- High profile position, audible and visible presence at competition
- Sets the pace of the event; impact overall quality of event
- Cultivate support for *FIRST* programs
- Required to attend daily morning meetings conducted by Event Manager/Coordinator

### Experience and Skills Needed

- First-year volunteer may serve in an apprentice role, working with a veteran MC
- *FIRST* experience strongly preferred
- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Ability to "take charge"
- Comfortable using a microphone and addressing a large crowd; vocally energetic
- General knowledge of *FIRST*
- Outgoing personality; high energy; sense of humor, creative, observant, mature
- Public speaking experience highly preferred; TV/radio/acting experience ideal
- Requires thorough knowledge of the game and match process
- Self-directed individual
- Strong interpersonal and communication skills
- Work well in a fast-paced environment
- Collaborates & takes direction well
- Physically active role; Ability to move about the field and stand for long periods of time

### **Volunteer Time Commitment**

- Pre-event training calls
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Provided by *FIRST* headquarters prior to the start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications, and one-on-one support. First-year volunteer may serve in an apprentice role, working with a veteran Game Announcer.

**Emcee Trainer:** Blair Hundertmark

[Master of Ceremonies & Game Announcer Training Materials](#)

### **Reporting Relationships and Supervision**

Direct supervision: Event Manager and Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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.

### Responsibilities

- Responsible for organization and queuing of team flags and spirit gear; **must** consult with MC regarding preference for how flags are handled
- 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

- *FIRST* experience not required
- 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

### Volunteer Time Commitment

- Minimum 2 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Master of Ceremonies will provide a brief on-site training

## Reporting Relationships and Supervision

Direct supervision: Master of Ceremonies and Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Pit Administration Supervisor

The Pit Administration Supervisor for *FIRST* Robotics Competition is a Key Volunteer position. They manage all activities in the Pit, along with Pit area operations including coordination of Pit Administration station, team interface, and collaborates with Emergency Medical Technicians (EMTs).

### Responsibilities

- Participate in **mandatory** training offered by *FIRST* headquarters prior to the event
- Attend Volunteer Meeting and conduct training for Pit Administration Support, Spare Parts Attendant, Machine Shop Shuttle Driver, Pit Announcer, and Team Queuing volunteers
- Set up the Pit Administration station and direct completion of team registration packet assembly prior to start of event
- Prohibit teams and guests from entering Pit prior to scheduled opening time; facilitate on-time departure of teams after Pit closes
- Ensure teams complete and submit required forms; coordinate resolution for teams that do not bring required forms to the event
- Supervise Pit Administration volunteers, including the Pit Announcer
- Customer facing, must be friendly and behave in a graciously professional manner at all times
- Answer questions from teams and visitors in the Pit area
- Primary interface with the EMTs; collaborate with EMTs on preparing Medical and Non-Medical Incident Reports as required
- Return Chairman's Award Feedback to competing teams (Saturday afternoon)
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- Supervise Pit station break down process/repacking of Pit travel crates during the final award ceremony
- Monitor team load out
- May be required to attend daily morning meeting conducted by Event Manager/Coordinator

### Experience and Skills Needed

- 1-2 years of experience as a *FIRST* Pit volunteer preferred
- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Ability to "take charge"; be assertive, but tactful
- General knowledge of facility and event layout
- Strong interpersonal/communication skills
- Strong organizational skills
- Self-directed individual

- Ability to move about the facility, and stand for long periods of time
- Ability to work as a member of a team
- Must be willing to commit to duration of the event and work extended hours
- Must be able to lift at least 15 pounds

### **Volunteer Time Commitment**

- Pre-event training calls
- Set-up Day (half day commitment)
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

#### **Training**

**Pit Admin Supervisor Trainer:** Naomi Mancuso

**Training Conference Calls:** *Coming Soon!*

Manual - [download](#)

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

On-site oversight: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)



## 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.

### 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
- Collaborate with EMTs on preparing Medical and Non-Medical Incident Reports as required
- Distribute Chairman's Award Feedback
- Break down and pack up Pit Administration station during final award ceremony

### Experience and Skills Needed

- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- 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, and stand for long periods of time
- Must be able to lift at least 15 pounds

### Volunteer Time Commitment

- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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.

### Responsibilities

- Facilitate adherence to team match schedule
- Announce pending team matches, and call team to queuing area
- Make general "housekeeping" announcements
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- Communicate with the Team Queuing volunteers to coordinate team line-up for matches

### Experience and Skills Needed

- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- *FIRST* experience not required, but a plus
- Public speaking experience preferred
- Ability to "take charge"; be assertive, but behave in a graciously professional manner at all times
- Approachable and friendly 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

### Volunteer Time Commitment

- Pre-event training calls
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

## **Training**

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

## **Reporting Relationships and Supervision**

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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/ *FIRST* Technical Advisor.

### 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 / FTA
- 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

- *FIRST* experience not required
- 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, and *FIRST* staff
- 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

### Volunteer Time Commitment

- Minimum 1 full day commitment
- Preferred 2 full day commitment (Districts) or 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

## **Training**

Training is on-site

## **Reporting Relationships and Supervision**

Direct supervision: Volunteer Coordinator

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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Referee

The Referee for *FIRST* Robotics Competition is a Key Volunteer position. Referees observe matches, identify rule infractions, "call them", and participate in deliberations regarding contested calls. Work under the direction of the Head Referee. They play a critical role in ensuring a positive, fair environment with a smooth flow of match play, and maintaining the pace of the event. This role is physically active role positioned on the perimeter of the playing field.

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

### Responsibilities

- Contribute to a positive and fair competition environment for all participants
- Display Gracious Professionalism at all times, even in stressful situations
- Monitor/promote safe practices on and around the playing field - lead by example
- Wear safety glasses and provided Referee shirt when in the arena
- Obtain a radio from the Head Referee to discuss rule infractions
- Observe matches, "call" rule infractions
- Participate in discussions with Head Referee and other Referees to determine official penalty or scoring rulings
- Must participate in pre-event conference call setup by the Head Referee

### Experience and Skills Needed

- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Thorough knowledge of the competition game and rules of play, including staying up-to-date with Team Updates (must pass certification test a minimum of 7 days prior to first Referee shift each season)
- Work and interact with volunteers, team members and students, contracted and *FIRST* staff
- Approachable personality; high energy
- Strong communication, diplomacy skills and an eye for detail
- Ability to "take charge"; be assertive, but tactful
- Ability to collaborate with others, work as a member of a team
- Ability to move about the field and stand for long periods of time

### **Volunteer Time Commitment**

- Must pass online Referee certification by deadline set by HQ
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Pre-event certification provided by *FIRST* headquarters prior to start of competition season. Head Referee conducts training during a teleconference approximately one week in advance of the event and provides guidance during the competition.

### **Reporting Relationships and Supervision**

Direct supervision: Head Referee

On-site guidance: Volunteer Coordinator

- \* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)



## Robot Inspector

The Robot Inspector for *FIRST* Robotics Competition is a Key Volunteer position. Robot Inspectors perform mandatory robot inspections and weigh-ins to ensure compliance with robot design and construction rules. Determine inspection outcome decisions (pass/fail). Work under the directions of the Lead Robot Inspector. Provide general technical support for teams by helping to resolve issues with their robots. This is a physically active role.

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

### Responsibilities

- Perform robot inspections and weigh-ins
- Complete inspection paperwork
- Participate in deliberations regarding inspection decision issues
- Assist with breakdown of robot inspection/weigh-in areas
- If affiliated with a team, cannot make decisions about or inspect affiliated team's robot

### Experience and Skills Needed

- *FIRST* experience not required; team experience preferred
- Must be post-high school or equivalent (minimum age of 18 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Mechanical aptitude required
- Ability to follow and enforce electrical wiring diagrams
- Ability to follow and enforce pneumatics diagrams
- Strong interpersonal/communication skills
- Ability to collaborate with others
- Ability to move about the facility, and stand for long periods of time
- Strong assessment skills
- Ability to work as a member of a team
- Pass online Robot Inspector certification

### Volunteer Time Commitment

- Must pass online Robot Inspector certification minimum one week prior to the event
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

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

### **Reporting Relationships and Supervision**

Direct supervision: Lead Robot Inspector

On-site guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Safety Advisor

The Safety Advisor for *FIRST* Robotics Competition is involved in ongoing safety assessment during the entire event. The Safety program nurtures a positive reinforcement model 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. Maintain a high level of safety as stated in the [FIRST Safety Manual](#) and [FIRST Game Manual](#).

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

### 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 sponsored by UL
- Manage the safety recognition awards aspect of the program
- Assist with Awards ceremony

### Experience and Skills Needed

- *FIRST* experience not required; general knowledge of *FIRST* preferred
- 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 staff, and *FIRST* staff
- Approachable and friendly 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

### Volunteer Time Commitment

- Pre-event training
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

## **Training**

Training is conducted on-site

## **Reporting Relationships and Supervision**

Direct supervision: Lead Safety Advisor

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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, alert the Lead Safety Glasses Attendant when more glasses, supplies, or volunteers are needed. Maintain a high level of safety as stated in the [FIRST Safety Manual](#) and [FIRST Game Manual](#).

### Responsibilities

- Help meet, greet, and direct visitors to the event areas
- Provide visitors with safety glasses needed to enter the pit area
- Demonstrate Gracious Professionalism when explaining *FIRST* safety policies
- Provide visitors with earplugs as requested
- Clean safety glasses when returned
- Alert Lead Safety Glass Advisor if safety glass supplies 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
- Ability to sit for long periods of time – Volunteers with limited mobility and wheelchairs users welcome
- Attention to detail

### Volunteer Time Commitment

- Can be divided among multiple volunteers for the duration of the event
- Time commitment varies by event
- Preferred 2 full day commitment (Districts) or 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Training will be conducted on-site

### Reporting Relationships and Supervision

Direct supervision: Lead Safety Glasses Attendant

On-site guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Scorekeeper

The Scorekeeper for *FIRST* Robotics Competition is a Key Volunteer position. Scorekeepers manage and operate 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.

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

### Responsibilities

- Primary operator of the Field Management System software
- Work with the FTA to test and operate the playing field electronics
- Communicate with Game Announcer, MC, and A/V staff to display Match Results and Awards
- Enter alliance team pairings and award winners into FMS
- Print materials to be distributed to Lead Queuer, Pit Administration Supervisor, etc.
- Assist with assembly and disassembly of Field Management System and playing field

### Experience and Skills Needed

- Must be post-high school or equivalent (minimum age of 19 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- *FIRST* experience is desired but not required
- Ability to collaborate with others, work as a member of a team
- Detail oriented and procedural
- Concise communication skills
- Working knowledge of the competition game and Tournament rules
- Competent computer skills; working experience with Microsoft Word and Excel
- Self-directed individual
- Ability to sit for long periods of time
- Strong assessment skills

### Volunteer Time Commitment

- Pre-event training calls and pre-recorded training videos
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

## Training

**Scorekeeper Trainer:** Danny Diaz

**Training Sessions:** All training sessions contain different content. Scorekeepers should plan to attend all webinars and review all training materials provided on the [2019 FRC Scorekeeper Training Schoology](#) page.

- Introductory Training Materials provided within Schoology by Monday, February 18, 2019
- **Webinar – FMS Part 1:** Tuesday, February 19 2019, 7:00pm – 8:30pm EST
- **Webinar – FMS Part 2:** Tuesday, February 26 2019, 7:00pm – 8:30pm EST

### Follow-up Sessions:

- Follow-Up sessions will be conducted on the Schoology site. Join the [2019 FRC Scorekeeper Training](#) Schoology Group to receive updates.

### Joining Schoology:

*Note: All Scorekeeper communication and trainings occur over [Schoology](#). This requires Scorekeepers to create an account on Schoology and then join the 2019 FRC Scorekeeper Training group.*

#### Creating A Schoology Account:

1. “Sign Up” for a FREE “INSTRUCTOR” account on Schoology (<https://www.schoology.com>).
  - *NOTE: DO NOT sign up as a “STUDENT”*

#### Joining the 2019 FRC Scorekeeper Training Group:

1. Log into Schoology using your Schoology Account
2. In the top menu, select **GROUPS** menu item, which drops down a window shade containing a list of groups you are a member of (if you’re not yet a member of any groups, this will be noted within the window shade).
3. Click the “**My Groups**” link in the upper-right of the **GROUPS** window shade.
4. In the new page, click the “**Join Group**” button in the right-hand pane of the “**My Groups**” tab.
5. In the new pop-up window, use the Access code **JF4VH-429ND** and click the “Join Button”.
  - Please note that if you get errors about an incorrect or invalid access code, be sure to use the **GROUPS** menu drop-down and NOT the **COURSES** drop-down.

### Training Materials

- All training materials are made available within the Schoology group. Training materials may be updated throughout the season.
- In the **Discussions** section of the Group, links to the training materials are provided within the discussion topic marked, “[ TRAINING ] FRC Scorekeeper Training Summary”.

### Reporting Relationships and Supervision

Direct supervision: *FIRST* Technical Advisor

On-site guidance: *FIRST* Technical Advisor and Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)



## Spare Parts Attendant

The Spare Parts Attendant for *FIRST* Robotics Competition manages the 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 and restrictions
- Work with the FTA and CSA to get approval to loan out specific parts
- Ability to work and interact with team students and mentors

### 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

### Volunteer Time Commitment

- Minimum 1 full day commitment
- Preferred 2 full day commitment (Districts) or 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Training will be conducted on-site

### Reporting Relationships and Supervision

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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*.

### 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 the start of shift

### Experience and Skills Needed

- Current students on *FIRST* teams are encouraged to apply for this role
- 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

### Volunteer Time Commitment

- Can be divided among multiple volunteers for the duration of the event
- Time commitment varies by event
- Training provided on site

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

## **Training**

The Ambassador Coordinator conducts training and provides guidance during the competition.

## **Reporting Relationships and Supervision**

Direct supervision: Ambassador Coordinator

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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Student Ambassador Coordinator

Student Ambassador Coordinators for *FIRST* Robotics Competition assist in facilitating the Ambassador Program and 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 being seen at a distance.

### Responsibilities

- Coordinate with Regional Director, Volunteer Coordinator, and/or Planning Committee Chair before an event to organize a meeting time and location for training
- Work with Regional Director, Volunteer Coordinator, and/or Planning Committee Chair to generate a schedule for the ambassadors and a "tour route" based on daily activities, queuing, and pit areas
- Act as a point of contact for those attending and those who have questions concerning the program
- Prepare training area for Ambassadors; keep room organized and clean
- Explain program and distribute materials
- Participate in training with Ambassadors and demonstrate proper skills such as:
  - Handshaking
  - Eye Contact
  - Speaking Skills
  - Good Posture
- Walk previously determined route with Ambassadors
- Serve as a Point of Contact for students, teachers, mentors, and event leadership throughout the event
- Provide name tags/identifying marks to Ambassadors so that Event Volunteers can identify them easily
- Ensure enough Ambassadors are near the predetermined staging area to accommodate the ebb and flow of visitors to the event

### Experience and Skills Needed

- Approachable and friendly personality
- Strong interpersonal/communication skills
- Strong logistics skills
- Strong organizational skills
- Ability to move about the facility

### Volunteer Time Commitment

- Training (half day commitment)
- Minimum 2 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Training will be conducted on site.

### **Reporting Relationships and Supervision**

Direct supervision and on-site guidance: Regional Director, Volunteer Coordinator, and/or Planning Committee Chair

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Team Load-In/Out Attendant

The Team Load-In/Out Attendant for *FIRST* Robotics Competition is critical to the safety of the teams, volunteers and the public during these processes. This 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, they could fill either position independent of the other.

### Responsibilities

- Direct teams as they are transporting robots, tool crates, etc. into 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 traffic in the load-in/out area and/or teams entering, or exiting, the venue

### Experience and Skills Needed

- *FIRST* experience not required
- Approachable and friendly personality
- Strong interpersonal/communication skills
- Ability to take charge; be assertive, but tactful
- Physically active position; ability to stand for long periods; walk the length of 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

### Volunteer Time Commitment

- Load In Day - 2 half day commitment (Regionals)
- Load In Day - 1 half day commitment (Districts)
- Load Out Day - half day commitment (both Districts & Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site at least 30 minutes prior to the start of their shift to allow time to check in at the Volunteer Registration table and training from the Team Load-in/Out Manager.*

### Training

Team Load-In/Out Manager and/or Event Manager conducts training on-site 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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Team Load-In/Out Manager

The Team Load-In/Out Manager for *FIRST* Robotics Competition ensures the quick, clear, and safe path to 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. This volunteer is critical to the safety of the teams, volunteers and the public during these processes. This volunteer oversees and trains the Team Load-In/Out Attendants and must be present for the team load-in day(s) and team load-out day.

### Responsibilities

- Arrive early and walkthrough Load-In plan with Event Manager and determine where Team Load-In/Out Attendants should be stationed both inside and outside the venue. Ensure that you understand the flow and are prepared to communicate it to other volunteers and teams.
- Work with the Lead Safety Advisor to ensure safety of all team members and volunteers that are taking part in the load-in/out process
- Train and oversee Team Load-In/Out Attendants to ensure they are directing teams properly as they are transporting robots, tool crates, etc. into 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

### Experience and Skills Needed

- *FIRST* experience not required
- Approachable and friendly personality
- Strong interpersonal/communication skills
- Ability to lead; take charge; be assertive, but tactful
- Ability to stand for long periods; walk the length of the facility
- General knowledge of facility and event layout
- Quick responsiveness
- Adults preferred but older teens may be considered

### Volunteer Time Commitment

- Review Pre-event training slides
- Load In Day - 2 half day commitment (Regionals)
- Load In Day - 1 half day commitment (Districts)
- Load Out Day - half day commitment (both Districts & Regionals)

*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 2: 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**

[Training Slides](#) - Event Manager provides guidance during the competition.

### **Reporting Relationships and Supervision**

Direct supervision: Event Manager

On-site guidance: Event Manager and Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## 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. This is a physically active role.

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

### Responsibilities, as determined by the Lead Queuer, may include

- Strict Adherence to *FIRST*'s safety practices around the playing field
- Stage and position teams for matches
- Restrict access to field for unauthorized individuals
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- 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 preferred
- 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

### Volunteer Time Commitment

- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### 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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Team Social Attendant

The Team Social Attendant for *FIRST* Robotics Competition oversees the teams to ensure a safe, secure, and enjoyable event environment for attendees.

### Responsibilities

- Monitor event for inappropriate behavior and intercede as able.
- 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

### Volunteer Time Commitment

- 4 hour commitment (varies by event)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Reporting Relationships and Supervision

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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## VIP and Media Check-in Table

The VIP and Media Check-in Table role for *FIRST* Robotics Competition assists VIPs attending the event. They facilitate positive VIP and Media experience at the event. 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.

### Responsibilities

- Assist with table set up and break down after the event
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day
- 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
- Strong interpersonal/communication skills
- Self-directed individual
- Ability to move about the facility
- Ability to sit for long periods of time

### Volunteer Time Commitment

- Minimum 2 full day commitment

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Guidance provided by Event Coordinator

### Reporting Relationships and Supervision

Direct supervision: Volunteer Coordinator

On-site oversight: Volunteer Coordinator

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Volunteer Coordinator

The Volunteer Coordinator (VC) for *FIRST* Robotics Competition is a Key Volunteer position. Volunteer Coordinators are responsible for recruiting, assigning, and managing volunteers at their assigned *FIRST* event. As a leadership volunteer position, there is a significant level of responsibility.

The Volunteer Coordinator is nominated by the Planning Committee. Once nominated, the individual must be approved through *FIRST*. Once approved the candidate will be contacted and assigned by *FIRST* Headquarters.

### Responsibilities

Serve as a role model for other volunteers by adhering to *FIRST* standards and following *FIRST* direction:

- [FIRST Privacy Policy](#)
- [FIRST Youth Protection Policies](#)
- [FIRST Code of Conduct for Program Activities](#)
- [FIRST Core Values](#)
- [FIRST Mission and Vision](#)

Before the Event:

- Recruit volunteers to assist in preparation for and execution of the event by the deadlines set by *FIRST*
- Participate in all required Volunteer Coordinator training provided by *FIRST* Headquarters, including conference calls and webinars
- Read and review the Volunteer Coordinator Manual and files posted in VC Schoology Resources
- Attend Planning Committee Meetings as applicable
- Assist volunteers applying to the event, including Youth Protection Screening, in the *FIRST* Volunteer Registration system. Work with *FIRST* to resolve any registration issues
- Assign all volunteers in the *FIRST* Volunteer Management System by the deadlines set by *FIRST*
- Maintain confidentiality of volunteer personal information in compliance with the [FIRST Privacy Policy and User Agreement](#)
- Work with other Key Volunteer Leads on recruitment for their teams (Judge Advisor, Head Referee, Lead Robot Inspector, etc.)
- Inform Key Volunteers of dates for training and ensure they have completed their training and certification as applicable prior to the deadline set by *FIRST*
- Communicate with all volunteers pre-event, during the event and post-event (as applicable)
- Work with RD/Planning Committee to produce the volunteer page for the event program book
- Create and distribute volunteer orientation material (PowerPoint, webinar, email blast) including Volunteer Code of Conduct to all volunteers prior to the event
- Order volunteer apparel and material through *FIRST* volunteer ordering site by the deadline set by *FIRST*
- Prepare all needed volunteer materials (photocopies, name badges, registration paperwork, consent & release forms, walk-on forms, et al)
- Pack all event accessories (apparel, badges, lanyards, all of the photocopies, et al) and transport to event site on set-up day

- Communicate with *FIRST* promptly about any volunteer staffing concerns or issues

At the event:

- Observe and monitor volunteer performance. If necessary, resolve issues with professionalism, graciousness and tact. Report any issues or concerns to *FIRST* or the Planning Committee, as appropriate; using the Decision Authority Matrix (DAM) as a guide.
- Exhibit and ensure that Gracious Professionalism™ is understood and demonstrated by all event volunteers
- Setup volunteer registration. Locate VC supplies and prepare materials for distribution to volunteers; Unpack all of your event materials; Train Volunteer Registration Attendants.
- Monitor volunteer attendance; reassign volunteers, assign walk-on volunteers to fill positions as needed. Address pop-up needs, short and long-term. This is a daily requirement
- Check in with key volunteers periodically throughout the event, especially at the beginning and end of each shift; inquire about volunteer issues and concerns that need to be addressed
- Attend daily morning meeting conducted by Event Manager/Coordinator.
- Obtain a radio from event management office to keep aware of event information and issues, return it to office at end of day

After the event:

- Send thank you email or notes to volunteers
- For Regional Events Only: Inform *FIRST* of items in the VC crate that need to be replaced for subsequent events
- Document lessons learned and share with the Planning Committee and *FIRST* (as appropriate)
- Document performance of volunteers and share with *FIRST* as appropriate

**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 is preferred, but not required
- Must be at least 23 years of age at time of service (exceptions may be granted by *FIRST*)
- Understand and be able to publicly represent the *FIRST* mission
- Strong interpersonal and communication skills (written and oral)
- Proficient use of technology - email, navigation of websites, online forms, spreadsheets
- 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

- September – December: Approx. 10 hours per week
- January – February: Approx. 15 hours per week
- March – April: Approx. 20 hours per week
- Pre-event training calls

### During Event Commitment

- Setup Day (half day commitment)
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

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

### Training

Training occurs throughout the year from *FIRST* Headquarters. Training will be provided via regularly scheduled conference calls, email blasts, webinars, and written material.

### Reporting Relationships and Supervision

Volunteer Coordinators will report directly to *FIRST* Headquarters and their Regional Director or Planning Committee. Support will be provided by *FIRST* Headquarters, the Regional Director and the Planning Committee.

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)



## Volunteer Lounge Monitor

The Volunteer Lounge Monitor for *FIRST* Robotics Competition is a crowd control position. This position requires sitting by the entrance of the Volunteer Lounge to check for proper authorization to pass through the area. May use a counter to get an accurate number of volunteers that eat in the facility. Regional or District Planning Committees may elect not to assign this role at their event.

### 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

- *FIRST* experience not required
- 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
- General knowledge of facility and event layout
- Approachable and friendly personality

### Volunteer Time Commitment

- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Training will be conducted on site

### Reporting Relationships and Supervision

Direct supervision: Volunteer Coordinator

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

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Volunteer Registration Assistant

The Volunteer Registration Assistant for *FIRST* Robotics Competition manages the check in and registration activities at the Volunteer Registration table. Provides direction, assistance, and information to event volunteers and attendees.

### Responsibilities

- Work with the Volunteer Registration Supervisor to be trained on the process for registering assigned volunteers and "walk-on" volunteers. [Policy here](#)
- Help with set-up 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, volunteer year of service pins, and alumni recognition patches
- 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

- *FIRST* experience not required
- 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

### Volunteer Time Commitment

- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

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

### Reporting Relationships and Supervision

Direct supervision: Volunteer Registration Supervisor and Volunteer Coordinator  
On-site guidance: Volunteer Coordinator, Planning Committee, and/or *FIRST* staff

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Volunteer Registration Supervisor

The Volunteer Registration Supervisor for *FIRST* Robotics Competition ensures the successful implementation of the event volunteer registration process. Train, supervise, and direct the Volunteer Registration Assistant(s) to ensure accurate implementation of the registration process.

### Responsibilities

- Work with the event Volunteer Coordinator to be trained on the process of checking in registered volunteers, assigning "walk-on" volunteers, and issuing name badges, volunteer t-shirts, volunteer year of service pins, and alumni recognition patches. [Policy here](#)
- Train the Volunteer Registration Assistant(s) on the protocol for volunteer registration
- Establish that the volunteer registration process is set and organized prior to check-in
- Obtain all necessary forms and documents from the Volunteer Coordinator before the start of the event
- 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 check-in daily before starting their volunteer duties (ideally before breakfast)
- Supervise, direct and act as a resource for Volunteer Registration 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

- *FIRST* experience not required but preferred
- 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

### Volunteer Time Commitment

- Review PowerPoint Training
- Setup Day (half day commitment)
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note 1: The Volunteer Registration Supervisor needs to ensure that there is always coverage 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. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### **Training**

Training is provided by the Volunteer Coordinator at the event. Training may include: [PowerPoint presentation](#), Manual or Handbook, teleconference(s), email communications and other support materials.

### **Reporting Relationships and Supervision**

Direct supervision: Volunteer Coordinator

On-site guidance: Event Manager, Planning Committee, and/or *FIRST* staff

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Webcast Operator

The Webcast Operator role for *FIRST* Robotics Competition operates the *FIRST* Webcast Unit at selected events, creating a live video stream for engagement outside the arena. Work under the direction of the *FIRST* Technical Advisor (FTA). Create an exciting, cohesive experience for web spectators, and create an archive for teams to re-live the event using *FIRST* supplied video equipment.

### Responsibilities

- Wear safety glasses when in the arena
- Create exciting experience for online spectators
- Switch between available video feeds to create cohesive, exciting story
- Follow direction from *FIRST* Robotics Competition Support to solve technical problems related to the equipment

### Experience and Skills Needed

- *FIRST* experience not required, but preferred
- Must be post-high school (minimum age of 18 at time of service)
  - Exceptions may be granted by event Volunteer Coordinators after review and approval by *FIRST* Headquarters
- Basic knowledge of the competition game and rules of play
- Work and interact with volunteers, team members and students, contracted and *FIRST* staff
- Basic technical skills (computer proficiency)
- Strong communication skills and an eye for detail
- Ability to collaborate with others, work as a member of a team
- Ability to stay focused and concentrated, and stay seated for prolonged periods of time

### Volunteer Time Commitment

- Pre-event training
- Minimum 2 full day commitment (Districts)
- Minimum 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Pre-event certification provided by *FIRST* Headquarters prior to the start of the competition season. This training will consist of a webinar with time for Q&A and will be held on:

- *Coming soon!*

\*An invitation to join the Box.com folder will be sent via email by the Trainer/*FIRST* Headquarters

### **Reporting Relationships and Supervision**

Direct supervision: *FIRST* Technical Advisor

On-site guidance: Volunteer Coordinator

- \* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)

## Welcome Table Attendant

The Welcome Table Attendant for *FIRST* Robotics Competition is responsible for meeting, greeting, and directing visitors to the correct areas of the event. A flat-screen TV that plays the *FIRST* Robotics Competition game animation and promo videos may be located at the Welcome Table.

### Responsibilities

- Help with setup and breakdown of the welcome table and applicable equipment.
- Welcome spectators as they arrive and provide information about the event and *FIRST*
- Pass out *FIRST* literature such as: Program Books, match schedules, pit maps, flyers for all levels of the *FIRST* program

### Experience and Skills Needed

- *FIRST* experience not required
- Self-directed individual
- Strong interpersonal, communication, and leadership skills
- Ability to collaborate with others
- Ability to sit for long periods of time – Volunteers with limited mobility and wheelchairs users welcome
- Strong assessment skills
- Familiarity with area/community around the arena not required, but beneficial

### Volunteer Time Commitment

- Can be divided among multiple volunteers for the duration of the event
- Time commitment varies by event
- Preferred 2 full day commitment (Districts) or 3 full day commitment (Regionals)

*Note: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive. Volunteers should arrive on site 15-20 minutes prior to the start of every shift to allow time to check in at the Volunteer Registration table.*

### Training

Training will be conducted on site.

### Reporting Relationships and Supervision

Direct supervision: Volunteer Coordinator

On-site guidance: Volunteer Coordinator and/or Planning Committee

\* Must read and comply with the [FIRST Volunteer Rights & Responsibilities](#)