

VOLUNTEER POSITIONS

AMBASSADOR

Position Summary

Ambassadors interact with teams, and serve as role models for team students and mentors. They educate and engage VIP guests to inspire their continued motivation, passion, and commitment to *FIRST*. Ambassadors are responsible for their own travel and accommodations, expenses, and arrangements. *FIRST* experience not required, but helpful.

Responsibilities

- Conduct tours of the Pit
- Interact with teams members
- Interface with VIPs
- Check-in at VIP Information Table 15 minutes prior to start of shift

Experience And Skills Needed

- General knowledge of *FIRST*
- Strong interpersonal and communication skills
- Self-directed individual
- Ability to move about the facility

Time Commitment: Minimum 1½ hours, Friday and Saturday; training offered by *FIRST* on day of service.

Approximate times:

Friday – as scheduled by the Ambassador Coordinator

Saturday - as scheduled by the Ambassador Coordinator

Training

Regional Director and Ambassador Coordinator conduct training and provide guidance during the competition. Training offered by *FIRST* on day of service.

Reporting Relationships And Supervision

Direct supervision: Regional Director and Ambassador Coordinator

On-site guidance: Ambassador Coordinator

AMBASSADOR COORDINATOR

Position Summary

Assist the Regional Director in facilitating the Ambassador Program. Collaborate with event management staff to ensure fulfillment of meeting needs. This position provides the opportunity to cultivate support for *FIRST* programs.

Responsibilities

- Participate in training opportunities
- Prepare meeting area for Ambassadors; keep room organized and clean
- Organize and ensure all materials and supplies needed are available, and correctly placed on tables
- Welcome Ambassadors and facilitate a "meet and greet" between the Ambassadors
- Explain program and distribute materials
- Send Ambassadors on tour of Pits with team members
- Facilitate a "lessons learned" when they return to the Ambassador area.
- Obtain and wear a two-way radio and headset, sign it in and out at the event management office
- Ensure all contact information for Ambassadors is obtained
- Breakdown and pack Ambassador area at the end of event

Experience And Skills Needed

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

Time Commitment

Commitment: Minimum two days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Friday: 12:00 A.M.- 5 P.M.

Saturday: 7:30 A.M.- Completion

Training: *FIRST* will train Ambassador Coordinators.

Reporting Relationships And Supervision

Direct supervision and On-site guidance: Regional Director

AWARDS ASSISTANT

Position Summary

Assist the Event Manager and Event Assistant with preparation and presentation of competition awards, trophies, and medallions to teams at the closing ceremony on Saturday. The volunteers should plan for a minimum of three hours before the ceremonies to begin this process. *FIRST* experience not required.

Responsibilities

- Work with the Event Manager and Event Assistant to ensure correct distribution of awards
- Unpack, clean, and mark team awards, trophies, and medallions
- Set up awards tables and medallion stanchions; organize items in the order they will be presented
- Ensure the Bronze Medallions are available in the Pit Area for distribution on Saturday
- Assist presenters with distribution of awards to teams
- Break down awards tables and stanchions at end of ceremony, pack up remaining awards

Experience And Skills Needed

- *FIRST* experience not required
- Self-directed individual
- Strong organizational skills
- Strong communication skills

Time Commitment

Commitment: Minimum one half day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Friday: 12pm-5pm

Saturday: 12pm-5pm

Training

Wednesday Volunteer Orientation Dinner and Training

Direct supervision: Event Manager and/or Event Assistant

CROWD CONTROL

Position Summary

The Crowd Control volunteer position is a physically active position that requires facilitating smooth pedestrian traffic flow throughout the facility, monitor audience, keep walkways and aisles clear. Effective crowd control is critical to a safe and well-run event.

Responsibilities

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

Experience And Skills Needed

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

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 7:30 A.M.- 8 P.M.

Friday: 7:30 A.M.- 5 P.M.

Saturday: 7:30 A.M.- Completion

Training

Event Assistant conducts training during the Wednesday Volunteer Orientation Dinner and Training*, and provides guidance during the competition.

Reporting Relationships And Supervision

Direct supervision: Event Manager

On-site guidance: Event Assistant and Volunteer Coordinator

FIELD ASSEMBLY & DISASSEMBLY

Position Summary

Assist with assembly on Tuesday or Wednesday, and/or disassembly on Saturday, of the competition playing field. Volunteers need not do both. These volunteer roles have interesting and varied responsibilities and are physically active roles.

Responsibilities

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

Experience And Skills Needed

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

Time Commitment: Minimum two days + Training

Approximate times:

Wednesday: Noon-6P.M., 6P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: Completion of event to completion of breakdown

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

Reporting Relationships And Supervision

Direct supervision: Supervisor and *FIRST* Technical Advisor

FIELD RESET/REPAIR

Position Summary

Repair and reset playing field after each team match. Plays a critical role in ensuring smooth flow of match play and maintaining pace of the event. Duties need to be done efficiently. This position can be very physically active.

Responsibilities

- Reset field after each team match
- Check field for debris after match, remove
- Check carpet for runs, and loose seam tape; apply/replace as needed
- Retrieve objects that fall outside the playing field
- Protect the scoring table from objects that may fall outside the playing field
- Prepare field at end of day for following day's play

Experience And Skills Needed

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

Time Commitment: Minimum two full days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 6 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

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

Reporting Relationships And Supervision

Direct supervision: Field Supervisor

On-site guidance: Volunteer Coordinator

INSPECTION MANAGER

Position Summary

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

Responsibilities

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

Experience And Skills Needed

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

Time Commitment:

Minimum three days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon event*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

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

Direct supervision: Lead Robot Inspector

On-site guidance: Volunteer Coordinator

JUDGE ASSISTANT

Position Summary

Assists Judge Advisor throughout the event, collaborates with event management staff to ensure meeting competition schedule, and is responsible for motivating and energizing the judge panel throughout the competition. The Judge Assistant is not a judge or an assistant Judge Advisor and does not interview teams, or participate in awards recipient selection process.

Responsibilities

- Ensure correct room setup for Judge orientation and dinner meeting; keep room organized and clean
- Assist Judge Advisor to keep judge panel on schedule; perform other duties as assigned by Judge Advisor
- Provide clerical assistance, i.e., types awards scripts on laptop
- Organize and ensure all materials and supplies needed are available, and correctly placed on tables
- Obtain and wear a two-way radio and headset, sign it in and out at the event management office; keep apprised of competition schedule; inform Judge Advisor and Judge Panel of schedule changes
- Ensure all Judges sign a Volunteer Conflict of Interest and Disclosure Form prior to start of event
- Ensure all Judges sign a Consent, Release, Hold Harmless form prior to start of event

[Breakdown Judge Room at the end of competition, repack *FIRST* materials, return Regional Committee materials to Volunteer Coordinator](#)

Experience And Skills Needed

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

Time Commitment: Thursday afternoon, Friday, Saturday.

Judge Advisor will advise Coordinator of start time

Approximate times:

Thursday: 12:00 P.M.-5:00 P.M., 6:00 P.M.- 8:00 P.M.

Friday: 7:30 A.M.- 5:00 P.M.

Saturday: 7:30 A.M.- Completion

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

Reporting Relationships And Supervision: Direct supervision: Judge Advisor
On-site guidance: Event Manager

MACHINE SHOP ATTENDANT

Position Summary

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

Responsibilities

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

Experience And Skills Needed

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

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Volunteer Orientation Dinner and Training*

Reporting Relationships And Supervision

Direct supervision: Machine Shop Staff

On-site guidance: Pit Volunteer Coordinator

PIT ADMINISTRATION SUPPORT

Position Summary

Provide direction, assistance, information, and support to teams in the Pit. This is a physically active, fast-paced role.

Responsibilities

- Assist with team registration
- Answer questions from teams and guests
- Assist with distribution of the daily match list to teams
- Maintain adequate supply of printed materials on the Pit Administration Table
- Prohibit teams and guests from entering Pit prior to scheduled opening time; facilitate departure of teams after Pit close
- Manage lost and found items
- Collect ballots from teams for team-voted awards (if any); deliver to Judge Assistant (e.g. Autodesk)
- Distribute Chairman's Award Feedback Forms
- Distribute bronze medallions to specific teams
- Break down and pack up Pit Administration Station during final award ceremony

Experience And Skills Needed

- *FIRST* experience not required
- General knowledge of facility and event layout
- Strong interpersonal/communication skills
- Strong organizational skills
- Ability to stand for long periods of time
- Ability to sit for long periods of time
- Ability to work as a member of a team

Time Commitment: Minimum two days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Pit Administration Supervisor conducts training at the Volunteer Orientation and Dinner Meeting* and provides guidance during the competition

Reporting Relationships And Supervision

Direct Supervision: Pit Administration Supervisor

On-site oversight: Volunteer Coordinator

PIT ANNOUNCER

Position Summary

Call teams to queuing area and make general announcements via use of the public address system (PA) in the Pit area. Work in collaboration with the Team Queuing volunteers to facilitate adherence to team match schedule. Experience as a Pit Announcer volunteer preferred.

Responsibilities

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

Experience And Skills Needed

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

Time Commitment: Minimum two days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 6 P.M.

Friday: 8:00 A.M.- 6 P.M.

Saturday: 8:00 A.M.- Completion

Training

Wednesday Volunteer Orientation Dinner and Training* and on the job training from the Pit Administration Supervisor throughout the competition

Reporting Relationships And Supervision

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator

PRACTICE FIELD ATTENDANT

Position Summary

This volunteer team schedules and monitors practice field and equipment usage throughout the competition. These volunteers are also responsible for keeping the practice field clean and free of debris, protecting practice field electronics and for reporting any malfunctions or damage to the field directly to the Field Supervisor.

Responsibilities

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

Experience And Skills Needed

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

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Volunteer Orientation Dinner and Training*

Reporting Relationships And Supervision

Direct supervision: Volunteer Coordinator

REPLACEMENT PARTS ATTENDANT

Position Summary

Manage distribution of spare kit of parts materials to teams and loaning control system parts.

Responsibilities

- Set up and breakdown of spare parts table and parts
- Keep parts catalog log, and ensure teams complete required paperwork
- Track parts exchanged and loaned, enforce exchange/loaner requirements & restrictions
- Strong organizational skills required
- Ability to work and interact with team students and mentors
- Familiarity with robotics/mechanics helpful

Experience And Skills Needed

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

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Wednesday Volunteer Orientation Dinner and Training*

Reporting Relationships And Supervision

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator

SAFETY ADVISOR

Position Summary

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

Responsibilities

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

Experience And Skills Needed

- Ability to "take charge"; be assertive
- Ability to link *FIRST* principles to a safety approach and move teams to compliance
- Ability to move about the facility
- Ability to work and interact with volunteers, team members, contracted and *FIRST* staff
- *FIRST* experience not required; general knowledge of *FIRST* preferred
- High energy, outgoing personality
- Must be ethical and impartial
- Strong interpersonal/communication skills focused on a coaching approach
- Strong organizational skills
- Thorough knowledge of safety principles required, work related safety background preferred
- Work well as a member of a Safety team as well as with student team members

Time Commitment: Minimum Three days: this position is involved during all days the teams are on site + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training: Wednesday Volunteer Orientation Dinner and Training*

Reporting Relationships And Supervision

Direct supervision: Lead Safety Advisor

SAFETY GLASSES ATTENDANT

Position Summary

Hand out safety glasses during the event in the pit area. Maintain adequate supply of safety glasses at the safety glasses locations, alert the Lead Safety Glasses Attendant when more glasses or volunteers are needed. Maintain a high level of safety as stated in the FIRST Safety Procedures.

Responsibilities

- Stock and replenish safety glasses at tables at the entrances to the pit area
- Maintain a standard of safety in the pit area
- Meet and greet in a friendly manner

Experience And Skills Needed

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

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Wednesday Volunteer Orientation Dinner and Training*

Reporting Relationships And Supervision

Direct supervision: Lead Safety Glasses Attendant

On-site guidance: Pit Volunteer Coordinator and Volunteer Registration Room
Volunteer Coordinator

SCHOLARSHIP ATTENDANT

Position Summary

The Scholarship Attendant will be in charge of promoting the *FIRST* Scholarship Program to students, parents, mentors and others attending an FRC regional event. The Scholarship Attendant will be charge of locating and setting up the designated scholarship table using materials supplied in the Scholarship Program Table Supplies box. Visit with teams/mentors in the pit area to inform them of the scholarship table and its location.

Responsibilities

- Locate the scholarship table set aside by Show Ready Events
- Unpack the *FIRST* Scholarship Program Table Supply box and setup display
- Put up Scholarship Program Posters in various locations at the venue
- Visit with teams, parents and mentors in the Pit area
- Monitor the scholarship table
- Breakdown and pack up scholarship table at the end of the event

Experience And Skills Needed

- *FIRST* experience not required
- Ability to "take charge"; be assertive, but tactful
- General knowledge of facility and event layout
- Strong interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Strong organizational skills
- Attention to detail
- Self-directed individual
- Ability to stand for long periods; walk the length of the facility

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Wednesday Volunteer Orientation Dinner and Training, all other training will be on the job.

Reporting Relationships And Supervision

Direct supervision: Volunteer Coordinator

Oversight by: *FIRST* Volunteer Resources Department Staff

TEAM QUEUING

Position Summary

Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

A Team Queuer is responsible to manage team traffic to and from the playing field; stage and position teams in preparation for the start of matches; and restrict access to field for unauthorized individuals. This is a physically active role.

Responsibilities

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

Experience And Skills Needed

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

Time Commitment: Minimum two days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Pit Administration Supervisor, working with the Event Assistant, conduct training at the Wednesday Volunteer Orientation Dinner and Training* and provide guidance during the competition

Reporting Relationships And Supervision

Direct supervision: Pit Administration Supervisor and Lead Team Queuer

On-site guidance: Volunteer Coordinator

TEAM SOCIAL ATTENDANT

Position Summary

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

Responsibilities

Monitor event for inappropriate behavior, and intercede as able; seek assistance from Team Social Coordinator as needed

Greet participants at event entrance, verify that the appropriate number of chaperones accompany team members, check attendees for wristbands or tickets if utilized; direct attendees to event activities

Monitor event for adherence to *FIRST* policies

Experience And Skills Needed

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

Time Commitment: Friday Evening + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Friday: 5:30 A.M.- 9:30 P.M.

Training

Team Social Coordinator conducts training at the Volunteer Meeting*, and provides guidance during the Social

Reporting Relationships And Supervision

Direct Supervision: Team Social Coordinator

VIP/MEDIA REGISTRATION AND INFORMATION TABLE ATTENDANT

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

Position Summary

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

Responsibilities

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

Experience And Skills Needed

- *FIRST* experience not required, but helpful
- Should have VIP hosting or PR experience
- General knowledge of facility and event layout
- Outgoing personality
- Strong interpersonal/communication skills
- Self-directed individual
- Ability to move about the facility
- Ability to sit for long periods of time

Time Commitment: Minimum two days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training: Wednesday Volunteer Orientation Dinner and Training*. Guidance provided by Media/PR Coordinator and/or VIP Reception Coordinator at event.

Reporting Relationships And Supervision

Direct Supervision: Volunteer Coordinator

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

VOLUNTEER LOUNGE MONITOR

Position Summary

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

Responsibilities

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

Experience And Skills Needed

- Ability to "take charge"; be assertive
- Ability to sit or stand for long periods of time (a chair is supplied)
- Ability to work and interact with volunteers, team members, contracted and FIRST staff
- *FIRST* experience not required
- General knowledge of facility and event layout
- Outgoing personality; high energy, gregarious; sense of humor

Time Commitment: Minimum 2 hour shift

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Wednesday Volunteer Orientation and Training* or on the job training.

Reporting Relationships And Supervision

Direct supervision: Volunteer Coordinator

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

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT

POSITION SUMMARY

Manage check-in activities at the Volunteer Registration Table. Provide direction, assistance and information to event volunteers and attendees. *FIRST* experience not required. Good position for early birds and volunteers traveling with, but not participating on a team.

RESPONSIBILITIES

- Assist with table set up and break down
- Utilize a two-way radio and headset, sign it in/out at the event management office for all communications regarding volunteer placement needs, communicate with Volunteer Coordinators
- Greet and check in volunteers as they arrive at the competition
- Ensure all paperwork is completed and collected
- Monitor and enforce volunteer minimum age requirement
- Distribute name badges, volunteer t-shirts and Volunteer Recognition Pins
- Provide information and direction to volunteers and guests

REQUIRED SKILLS

- Self-directed individual
- Ability to "take charge"
- Strong organizational skills and attention to detail
- Good communication and interpersonal skills, be assertive but tactful
- Ability to collaborate with others, work as a member of a team
- General knowledge of facility and event layout
- Ability to sit for long periods of time

TIME COMMITMENT: Minimum two days+ Training

Approximate times:

Wednesday - 4:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday - 7:00 A.M.- 8 P.M.

Friday - 6:30 A.M.- 5 P.M.

Saturday - 7:00 A.M.- 3 P.M.

TRAINING

The Volunteer Coordinator provides training prior to start of the Wednesday Volunteer Orientation and Training*.

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Volunteer Coordinator in Volunteer Registration Room

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

PRE-EVENT TRAINING/CERTIFICATION AND/OR TECHNICAL VOLUNTEER POSITIONS

CONTROL SYSTEM ADVISOR (CSA)

Position Summary - Key Volunteer Position

The *FIRST* Control System Advisor is a volunteer who assists 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 has the ability to affect the quality of the event.

Responsibilities

- Assist teams in correcting robot control systems issues such as those related to the cRIO, cRIO Modules, support boards such as the Power Distribution board, wiring, programming, sensors, driver station, and laptop-cRIO 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.
- Participate in training opportunities offered by *FIRST* and other parties.

Experience and Skills Needed

- Recent, significant, hands-on experience with the FRC control system, diagnostic tools, wiring guidelines and software languages
- FRC 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

Time Commitment:

Minimum 3 days: Thursday through Saturday (dependent upon Regional schedule)

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 8 P.M.

Saturday: 8:00 A.M.- end of last match

Training: Training provided by *FIRST* and other parties.

Reporting Relationships And Supervision:

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

FIELD SUPERVISOR DESCRIPTION

Position Summary – Key Volunteer Position

Field Supervisor is a Key volunteer position. Participate in field construction and maintenance. This is a critical role in the competition as you direct activity on the field to ensure smooth execution of the matches, maintain the pace of the event and smooth flow of match play. Work in collaboration with the *FIRST* Technical Advisor. ***FIRST will provide pre-event training for this position.***

Responsibilities

- Participate in training opportunities offered by *FIRST*
- Supervise field construction 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 Game Announcer, Emcee and Event Manager to monitor and set/adjust game pace
- Conduct volunteer training for and supervise Field Assembly/Disassembly, Field Repair/Reset and Scorekeeper/Field Power Controller volunteers at event
- Sign IN/OUT two-way radio and headset from event management office, return it to office at end of day
- Wear a two-way communication radio and headset to keep apprised of event information and issues
- Exercise decision-making authority in collaboration with the Lead Robot Inspector in cases of dispute
- Direct Alliance selection process with the Master of Ceremonies
- Attend daily breakfast meeting conducted by Event Manager

Experience And Skills Needed

- *FIRST* experience required; team experience ideal
- Knowledge of the competition game and rules
- Construction experience helpful
- General knowledge of robot construction
- Strong leadership skills
- Strong interpersonal/communication skills
- Ability to stand for long periods of time and move about playing field

Time Commitment: Minimum 4 days: Wednesday through Saturday + Training

Approximate times:

Wednesday: Time TBD by *FIRST* Event Rollout, but is approximately 12pm-6pm

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 6 P.M.

Friday: 8:00 A.M.- 6 P.M.

Saturday: 5:00 P.M.- Completion of disassembly

Training

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-year volunteer may serve in an apprentice role, working with a veteran Field Supervisor.

Reporting Relationships And Supervision

Direct supervision: *FIRST* Technical Advisor provides support and advice during the event

FIRST TECHNICAL ADVISOR ASSISTANT (FTAA)

Position Summary

The *FIRST* Technical Advisor Assistant is a volunteer who helps keep the FRC field and event running smoothly. Works in collaboration with the *FIRST* Technical Advisor. It requires a high level of responsibility and has the ability to impact the quality of the event.

Responsibilities

- 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 problems that arise and be ready to take steps to quickly diagnose and correct.
- Assist teams with technical issues on-field
- Review the Roles and Expectations document for the FTA
- Participate in training opportunities offered by *FIRST*

Experience And Skills Needed

- Familiarity or willingness to become familiar with the control system, diagnostic tools, wiring guidelines and software languages a plus
- Should be ready to step in should the FTA become unavailable
- *FIRST* experience strongly recommended
- Knowledge of the competition game and rules
- Strong interpersonal/communication skills
- Ability to stand for long periods of time and move about playing field

Time Commitment: Minimum 3 days: Thursday through Saturday

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 6 P.M.

Friday: 8:00 A.M.- 6 P.M.

Saturday: 8:00 A.M.- end of last match

Training

Training provided by *FIRST* Technical Advisor. Training materials will be available through FTA.

Reporting Relationships and Supervision

Direct supervision: *FIRST* Technical Advisor provides support and advice during the event

GAME ANNOUNCER

Position Summary - Key Volunteer Position

Work as part of a team with the Master of Ceremonies to energize the teams and spectators, generate and maintain interest, enthusiasm, and excitement throughout the matches. Announce play-by-play commentary for each match. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. Key volunteer position, significantly impacts the success of the event.

Position Overview

- High profile position, audible presence at competition
- Significant level of responsibility
- Community exposure
- Opportunity to utilize and further develop public speaking skills

Responsibilities

- Attend Volunteer Meeting
- Participate in training opportunities offered by *FIRST*
- Seek and announce unique information specific to individual teams
- Friday and Saturday - Consult with Master of Ceremonies
- Optional: Thursday practice matches. Opportunity to observe and become familiar with the game.

Experience And Skills Needed

- *FIRST* experience strongly preferred
- Public speaking experience highly preferred; TV/radio/acting experience ideal
- Comfortable using a microphone and addressing a large crowd; vocally energetic
- High energy, gregarious; sense of humor
- Ability to develop commentary as matches occur
- Ability to collaborate with others
- Strong organizational skills
- Thorough knowledge of the game

Time Commitmen: Participation in pre-event training offered by *FIRST*

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: Optional

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

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-year volunteer may serve in an apprentice role, working with a veteran Game Announcer.

Reporting Relationships And Supervision

Direct supervision: Event Manager and Volunteer Coordinator

HEAD REFEREE

Position Summary - This is a certified, Key Volunteer Position

The Head Referee is responsible for training, directing and supervising all Referees and Official Scorers. Oversees all scoring processes and procedures. Has final authority for decisions regarding team scores. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. ***Must sign a Volunteer Conflict of Interest and Disclosure Form prior to start of service**

Position Overview

- Significant level of responsibility
- High visibility role
- Ability to work and interact with volunteers, team members and students, contracted and *FIRST* staff
- Ability to contribute to the successful execution of the competition; impact quality of event
- Positioned on perimeter of the playing field; fast-paced action
- Physically active role, not sedentary
- Time Commitment: Thursday (training), Friday, and Saturday; participation in pre-event training and certification required through *FIRST*

Responsibilities

- Conduct referee training; may attend Volunteer Meeting if desired
- Supervise Referees and Official Scorers
- Observe matches, "call" and announce rule infractions; determines penalties
- Lead score deliberations and make final decision regarding match scores.
- Provide match scores to the Scorekeeper/Field Power Controller
- Participate in deliberations with the Field Supervisor and Lead Robot Inspector regarding robot-related issues raised by opposing team
- Work closely with the Field Supervisor and Scorekeeper/Field Power Controller to ensure matches proceed smoothly and matches are on schedule
- Monitor and promote safe practices on and around the playing field; wear safety glasses during the matches
- Secure and distributes referee supplies
- Attend Head Referee trainings by teleconference

Experience And Skills Needed

- Two years *FIRST* referee experience required
- Demonstrate diplomacy and authority; be assertive, but tactful
- Thorough knowledge of the competition game and rules of play
- Outgoing 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
- Ability to stand for long periods of time
- Strong assessment skills

Time Commitment:

Pre-event training and certification + Minimum three days at event

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Provided by *FIRST* headquarters prior to start of competition season. May include: training at *FIRST* Head Quarters, 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 Head Referee.

Reporting Relationships And Supervision

Oversight by Volunteer Coordinator

Support by *FIRST* Technical Advisor and Chief Referee

JUDGE

Position Summary

Select team award recipients through interaction with teams, review of documentation regarding team background information to familiarize judges with teams, and serve as role models for the competitors. Judges are responsible for own travel/accommodation expenses and arrangements. ***Must sign a Volunteer Conflict of Interest and Disclosure Form prior to start of service.**

Position Overview

- High profile volunteer position; visible presence
- Recognition of service in Regional Program Book
- Community exposure
- Networking opportunities
- Ability to positively impact quality of event
- Judge shirt provided

Responsibilities

- Attend Judge Orientation Dinner Meeting
- 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 awards recipients
- Interpersonal skills; ability to effectively relate to teenagers and adults
- Write short awards scripts extolling merits of winning teams
- Announce team awards recipients; assist with award presentations to teams

Experience And Skills Needed

- *FIRST* experience not required
- Strong assessment skills
- Strong interpersonal/communication skills
- Ability to work as a member of a team
- Knowledge of award criteria and selection process
- Ability to move about the facility

Time Commitment: Thursday evening, Friday, and Saturday

Approximate times

Thursday: 6:00 P.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Provided by Judge Advisor Thursday evening prior to start of competition. Judge Manual emailed to all judges 2-4 weeks prior to start of competition.

Reporting Relationships And Supervision

Direct supervision: Judge Advisor

JUDGE ADVISOR

Position Summary - Assigned by *FIRST* Headquarters

Judge Advisors are responsible for leading the judge panel, facilitating decisions, clarifying award guidelines and ensuring the overall consistency of the awards process in accordance to *FIRST* standards.

The Regional Planning Committee may nominate the Judge Advisor. To be considered for this position, the individual must have a minimum of two years of prior judging experience. Once nominated, the Lead Judge Advisory panel and the Director of the *FIRST* Robotics Competition must approve the nominee. Once approved the candidate will be contacted and assigned by *FIRST* HQ.

Prior to becoming a Judge Advisor, the candidate must attend a Judge Advisor training session held in January, conducted by the Lead Judge Advisory panel. Existing Judge Advisors are expected to attend this training session at least once every two years in order to remain qualified. All Judge Advisors are recruited and assigned by *FIRST* Headquarters.

POSITION OVERVIEW

- Opportunity to contribute to the successful execution of the competition; impact the quality of the event
- Community exposure
- High profile role
- Interesting and varied responsibilities
- Networking opportunities
- Opportunity to cultivate support for *FIRST* programs
- Positioned near the playing field, fast-paced action, ability to observe matches
- Pre-Event Time Commitment

RESPONSIBILITIES: See Position Summary Above

EXPERIENCE AND SKILLS NEEDED

- Minimum two years as a judge at the regional and/or championship level
- Understand the *FIRST* mission

TIME COMMITMENT: Minimum one day, and Volunteer Orientation Meeting*

Approximate times:

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

TRAINING: Pre-Event Training by *FIRST* HQ

REPORTING RELATIONSHIPS AND SUPERVISION

Support by *FIRST* HQ and Lead Judge Advisors

LEAD ROBOT INSPECTOR

Position Summary - This is a certified, *Key Volunteer Position*

Oversee and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot construction rules. Train, supervise, and direct the Robot Inspectors and make final decisions regarding inspection decision disputes. Provide general technical support for teams by helping to resolve issues with their robots. ***Must sign a Volunteer Conflict of Interest and Disclosure Form prior to start of service**

Position Overview

- Leadership position, significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop leadership, assessment, and mechanical/electrical skills
- Interesting and varied responsibilities
- Networking opportunities
- Physically active role, not sedentary

Responsibilities

- 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 Field Supervisor)
- 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
- Participate in a minimum of two (2) LRI conference calls
- Attend LRI training session at least once every two (2) times it is held at specified training location

Experience and Skills Needed

- **Two (2) prior years' FIRST** Robot Inspection experience required; prior team robot build experience strongly recommended
- 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
- Ability to train new inspectors
- Ability to act with Gracious Professionalism at all times
- Pass background check and VIMS review
- Pass Robot Inspector test

Time Commitment: Minimum Wednesday through Saturday + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

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-site guidance: Volunteer Coordinator.

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 in order to remain qualified. Any exception requests will be reviewed on a case-by-case basis by *FIRST*® HQ. Lead Robot Inspectors will also be required to pass the Robot Inspector test on a yearly basis.

LEAD SAFETY ADVISOR

Lead Safety Advisor: Position Summary - *Key Volunteer Position*

Underwriter Laboratories (UL) assigns this position for FRC Regionals.

This individual will 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 from Thursday to Saturday. The Safety Advisors will also select one team to win the Industrial Safety Award at the conclusion of the event.

Position Overview

- Significant level of responsibility
- Impact the safety and quality of the event; knowledge of safety issues
- High profile position, visible presence at competition
- Physically active role, not sedentary, requires the ability to stand, walk the length of the facility
- Pre-Event Training and Time Commitment
- Safety Advisor shirt provided

Responsibilities

- 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
- Manage the safety recognition awards aspect of the program.

Experience And Skills Needed

- 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
- *FIRST* experience not required; general knowledge of *FIRST* preferred
- Ability to "take charge"; be assertive
- Ability to collaborate with others, work as a member of a Safety team
- Ability to move about the facility and stand for long periods
- Detail oriented
- High energy, outgoing personality
- Strong organizational skills
- Work well in a fast-paced environment

Time Commitment: Minimum three days + Pre-Event Training provided UL

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Underwriters Laboratories provides training

LEAD SAFETY GLASSES ATTENDANT

Position Summary

Oversee volunteers that are handing out safety glasses during the event in the pit area. Maintain adequate supply of safety glasses and volunteers at the safety glasses locations, alert Volunteer Registration room when more volunteers are needed, schedule lunch and bathroom breaks for volunteers at safety glasses stations.

Responsibilities

- Coordinate with Vendor/Supplier to set up safety glasses tables for distribution
- Stock and replenish safety glasses at tables at the entrances to the pit area
- Maintain staffing schedule for volunteers at the safety glasses tables
- Make sure volunteers have meals/breaks

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

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training: Volunteer Orientation Dinner and Training*,

all other training will be on the job.

Reporting Relationships And Supervision

Direct supervision: Pit Volunteer Coordinator

On-site support: Volunteer Registration Room Volunteer Coordinator

LEAD TEAM QUERER

Position Summary- *Key Volunteer Position*

Directs and supervises the Team Queuers, determines team traffic flow on and off the field, monitors flow during the competition. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

Position Overview

- Significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop organizational and interpersonal skills
- Ability to work and interact with teams and volunteers
- Ability to contribute to the success of the competition by maintaining match pace
- Access to field; some opportunity to observe matches
- Physically active role, not sedentary

Responsibilities

- Attend Volunteer Meeting; train the Team Queuers
- Determine team traffic flow pattern to/from the playing field in cooperation with the Event Manager
- Direct and supervise Team Queuers
- Restrict access to field for unauthorized individuals
- Stage and position teams in preparation for the start of matches
- Maintain uninterrupted flow of teams to the playing field
- Direct teams to driver stations, and facilitates team departure from field
- Obtain a two-way radio and headset from event management office, return it to office at end of day
- Wear two-day radio and headset; communicate with the Pit Announcer regarding team competition schedule and timing, working with match schedule.

Experience And Skills Needed

- Team Queuing experience is helpful
- Ability to "take charge"; be assertive, but tactful
- Basic knowledge of the game and match process
- Strong leadership, interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Self-directed individual
- Ability to stand for long periods of time

Time Commitment: Minimum 3 days, Thursday-Saturday + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 6 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

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.

Reporting Relationship And Supervision

Direct supervision: Event Manager

On-site guidance: Volunteer Coordinator

MACHINE SHOP SHUTTLE DRIVER

Position Summary

Transport team members from venue site to Machine Shop and back to venue site. Transportation by Machine Shop Shuttle is restricted to/from Machine Shop. Communicates with the Pit Administration Supervisor regarding transport requests and status of transport location. This role provides valuable assistance to teams resulting in robot enhancement

Responsibilities

- Transport team members from venue site to Machine Shop, from Machine Shop to venue site
- Daily responsibility to sign in/out a two-way radio and headset from event management
- Wear a two-way radio and headset to be in constant communication with the Pit Administration Supervisor to respond to transport requests
- Driver is stationed in the Pit
- Verify proper insurance coverage, registration and other documents of transport vehicle being used
- Ensure an adult accompanies students while in the machine shop

NOTE:

It is the responsibility of the team to load and unload the robot on/off the van

Experience And Skills Needed

- Ability to move about the facility
- Ability to sit for long periods of time
- Ability to work and interact with volunteers, team members, contracted and FIRST staff
- *FIRST* experience not required
- Self-directed individual
- Strong interpersonal and communication skills
- Ability to drive a van

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Pit Administration Supervisor conducts training at the Volunteer Orientation Dinner and Training*, and provides guidance during the competition

Reporting Relationships And Supervision

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator

MACHINE SHOP STAFF

Position Summary

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 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

Machine Shop Staff Should Be 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

Time Commitment: Minimum one day + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training: OPTIONAL: Volunteer Orientation Dinner and Training*

Reporting Relationships And Supervision

On-site oversight: Volunteer Coordinator

MASTER OF CEREMONIES (MC)

Position Summary- *Key Volunteer Position*

The Master of Ceremonies (a.k.a. MC or Emcee) is the individual primarily responsible for setting the tone of the competition. He/she creates and sustains an exciting and fun atmosphere throughout the event, is the most visible presence at the event; embodies the spirit of *FIRST* and is the consummate *FIRST* ambassador. The MC works as a team with the Game Announcer to produce a well-organized, thrilling event. The MC ensures the smooth flow of match play, and maintains the pace of the event. This is a Key Volunteer Position that significantly impacts the quality of the competition.

****FIRST Headquarters will provide pre-event training for this position.****

Position Overview

- Opportunity to contribute to the successful execution of the competition; impact the quality of the event
- Community exposure
- High profile position, audible and visible presence at competition
- Opportunity to set the pace of the event; impact overall quality of event
- Opportunity to utilize and further develop public speaking skills
- Physically active role
- Positioned near the playing field, fast-paced action, ability to observe matches
- Pre-Event Time Commitment
- Significant level of responsibility
- Opportunity to cultivate support for *FIRST* programs

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
- Participate in Pre-Event Training

Experience And Skills Needed

- Ability to "take charge"
- Comfortable using a microphone and addressing a large crowd; vocally energetic
- *FIRST* experience strongly preferred
- General knowledge of *FIRST*
- Outgoing personality; high energy, gregarious; sense of humor
- 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

Time Commitment: Minimum 2 1/2 days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 2:00 P.M.- 6 P.M. - Meet with Event Manager & Tech crew

Friday: 8:00 A.M.- 6 P.M.

Saturday: 8:00 A.M. - Completion

Training

FIRST Headquarters, Blair Hundertmark and Dennis Howland, will provide pre-event training for this position.

Reporting Relationships And Supervision

Direct supervision: Event Manager and Volunteer Coordinator

PIT ADMINISTRATION SUPERVISOR

Position Summary - *Key Volunteer Position*

Manages all activities in the Pit and Pit area operations including coordination of Pit Administration Table, team interface, and collaborates with Emergency Medical Technicians.

Position Overview

- Leadership position; significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop organizational and interpersonal skills
- Interesting and varied responsibilities
- Ability to work and interact with team members and mentors, volunteers and event staff
- Physically active role, not sedentary

Responsibilities

- Participate in training offered by *FIRST* headquarters
- Attend Volunteer Meeting* and conducts training for Pit Administration Support, Spare Parts Attendant, Machine Shop Shuttle Driver, Pit Announcer, and Team Queuing volunteers
- Attend daily Breakfast Meeting conducted by Event Manager
- Set up the Pit Administration Table 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
- Supervise Pit Administration volunteers, including the Pit Announcer
- Supervise team registration process
- Answer questions from teams and visitors in the Pit area
- Oversee the distribution of the bronze medallions to specified teams
- Primary interface with the Emergency Medical Technicians (EMTs); collaborate with EMTs on preparing Incident Reports as required
- Return Chairman's Award Feedback to competing teams (Saturday afternoon)
- Obtain, sign in/sign out daily, a two-way radio and headset from event management office
- Wear two-day radio; communicate with event management staff, machine shop drivers and EMTs
- Supervise Pit Station break down process/repacking of Pit Travel crates during the final award ceremony
- Monitor team load out

Experience And Skills Needed

- 1-2 years experience as a *FIRST* Pit volunteer preferred
- 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
- Ability to stand for long periods of time
- Ability to work as a member of a team

Time Commitment: Minimum three days + Training

Approximate times:

Wednesday: 12:00 P.M.- 6 P.M.

(Supervise & Set up Pit Administration area)

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 7:00 A.M.- 8 P.M. - Attend Event Manager Breakfast Meeting

Friday: 7:00 A.M.- 5 P.M. - Attend Event Manager Breakfast Meeting

Saturday: 7:00 A.M. - Completion (Attend Event Manager Breakfast Meeting & Monitor Team Load Out)

Training

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* Headquarters is available by phone to provide guidance during the competition.

Reporting Relationships And Supervision

On-site oversight: Volunteer Coordinator

REFEREE

Position Summary - This is a certified position

Referees observe team matches, identify rule violations, and "call" them. They calculate the official score of the matches and participate in deliberations regarding contested calls. Work under the direction of the Head Referee. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. This role is a physically active role positioned on the perimeter of the playing field. ***Must sign a Volunteer Conflict of Interest and Disclosure Form prior to start of service**

Responsibilities

- Observe matches, "call" rule infractions; determine penalties
- Participate in deliberations regarding contested calls
- Participate in discussions with Head Referee and other referees to determine official match scores
- Participate in deliberations with the Head Referee regarding robot-related issues raised by opposing team
- Monitor/promote safe practices on and around the playing field; wear safety glasses during the matches

Experience And Skills Needed

- Ability to "take charge"; be assertive, but tactful
- Thorough knowledge of the competition game and rules of play (must pass certification test)
- Work and interact with volunteers, team members and students, contracted and FIRST staff
- Outgoing personality; high energy
- Strong communication, diplomacy skills
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Ability to move about the field
- Ability to stand for long periods of time
- Strong assessment skills

Time Commitment:

Pre-event training and certification

Thursday -Attend Referee training (REQUIRED),

Friday, and Saturday

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 6 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Pre-event training provided by *FIRST* Head Quarters prior to start of competition season. Head Referee conducts training during a teleconference approximately one week in advance of the event and at the Volunteer Orientation and Training on Wednesday* or Thursday evening and provides guidance during the competition.

Reporting Relationships And Supervision

Direct supervision: Head Referee

On-site guidance: Volunteer Coordinator

REGISTRATION SYSTEM ASSISTANT

Position Summary

Assist the Registration System Supervisor with the successful implementation of the Event Volunteer Registration System. Check picture ID's to ensure accurate data entry into the System.

Responsibilities

- Have system set up before volunteers start arriving for orientation on Wednesday night and before each day of the event
- Help to keep the equipment secure
- Ensure that all Volunteers register in the system prior to commencing duties
- Ensure that all Volunteers check in daily before commencing duties (typically before breakfast)
- Work through any issues with the system
- Help break down, inventory and pack equipment for transport at the completion of the event

Experience And Skills Needed

- Data entry
- Knowledge of data systems
- Strong interpersonal, communication
- Ability to collaborate with others
- Ability to move from the Volunteer Registration Area to the Scoring Area
- Ability to work as a member of a team

Time Commitment: Minimum Wednesday through Saturday at event

Approximate times:

Wednesday: 12:00 P.M.- 7 P.M. to check in Volunteers who arrive for Orientation*

Thursday: 7:30 A.M.- 5 P.M.

Friday: 7:30 A.M.- 5 P.M.

Saturday: 7:30 A.M.- Until all volunteers are checked in

Training

On site training will be provided by the Registration System Supervisor

Reporting Relationships And Supervision

Reports to the Registration System Supervisor

REGISTRATION SYSTEM SUPERVISOR

Position Summary - *Key Volunteer Position*

Ensure the successful implementation of the Event Volunteer Registration System. Train, supervise, and direct the Registration System Assistants to ensure accurate data entry into the System. Ensure that data files are downloaded before the start of the event and uploaded to the server at the completion of the event.

Position Overview

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

Responsibilities

- Coordinate with the Scorekeeper to temporarily connect to the internet at the scoring table
- Download current data file on setup day via the internet connection at the scoring table
- Have system set up before volunteers start arriving for orientation on Wednesday night
- Upload data files at the completion of Volunteer Registration on Saturday
- Secure equipment at the end of each day
- Ensure that all Volunteers register in the system prior to commencing duties
- Ensure that all Volunteers check in daily before commencing duties (typically before breakfast)
- Work through any issues with the system
- Supervise, direct and act as a resource for Registration System Assistants
- Break down, inventory and pack equipment for transport at the completion of the event

Experience And Skills Needed

- IT background preferred
- Knowledge of data systems
- Ability to "take charge"
- Strong interpersonal, communication, and leadership skills
- Ability to collaborate with others
- Self-directed individual
- Ability to move from the Volunteer Registration Area to the Scoring Area
- Strong assessment skills
- Ability to work as a member of a team

Time Commitment: Pre-event training + minimum Wednesday through Saturday at event

Approximate times:

Wednesday: 12:00 P.M.- 7 P.M. - to check in Volunteers who arrive for Orientation*

Thursday: 7:30 A.M.- 5 P.M.

Friday: 7:30 A.M.- 5 P.M.

Saturday: 7:30 A.M.- until data is uploaded after volunteers are checked in

Training

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.

Reporting Relationships And Supervision

Reports to the Volunteer Coordinator of the event

ROBOT INSPECTOR

Position Summary - This is a certified position

Perform mandatory robot inspections and weigh-ins to ensure compliance with robot construction rules. Determine inspection outcome decisions (pass/fail). May perform random inspections. Work under the direction 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 Form prior to start of service**

Responsibilities

- Perform robot inspections and weigh-ins
- Complete inspection paperwork
- Participate in deliberations regarding inspection decision issues
- Assist with break down of robot inspection/weigh-in areas

Experience And Skills Needed

- *FIRST* experience not required; team experience preferred
- 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
- Ability to stand for long periods of time
- Strong assessment skills
- Ability to work as a member of a team
- Pass background check and VIMS review
- Pass Robot Inspector test

Time Commitment: Minimum two days + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

Lead Robot Inspector conducts training at the Wednesday Volunteer Orientation Dinner and Training and provides guidance during the competition.

Reporting Relationships and Supervision

Direct supervision: Lead Robot Inspector

On-site guidance: Volunteer Coordinator

SCOREKEEPER

Position Summary - Key Volunteer Position

Manages and operates the scoring and field control systems. Communicates scores. Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

Responsibilities

- Set up the scorekeeping and field control systems; ensure equipment functions properly
- Enter scores in scoring computer from sheet provided by Head Referee, verifying accuracy - post scores to AV System
- Enter alliance team pairings in scoring computer
- Print match lists to be distributed to Pit Administration Supervisor and Judge Assistant
- Post match results and award winners to FIRST website
- Assist with breakdown of scoring and field power control systems, and playing field

Experience And Skills Needed

- *FIRST* experience not required
- Basic knowledge of the competition game and rules
- Ability to collaborate with others, work as a member of a team
- Solid computer skills
- Detail oriented; very accurate
- Self-directed individual
- Ability to sit for long periods of time
- Strong assessment skills

Time Commitment: Wednesday through Saturday + Training

Approximate times:

Wednesday: 6:00 P.M.- 8 P.M. (dependent upon Regional*)

Thursday: 8:00 A.M.- 8 P.M.

Friday: 8:00 A.M.- 5 P.M.

Saturday: 8:00 A.M.- Completion

Training

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-year volunteer may serve in an apprentice role, working with a veteran Scorekeeper/Field Power Controller. Field Supervisor provides guidance during the competition Volunteer Orientation Dinner and Training*

Reporting Relationships And Supervision

Direct supervision: Field Supervisor

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

