

Staffing a FIRST Regional Robotics Competition**Overview**

Staffing a FIRST Regional Robotics Competition is a joint effort between the Regional Planning Committee, the Regional Director and FIRST headquarters. The growth in FIRST teams and events continues to far outpace the growth in FIRST staff. As such, FIRST competitions rely on volunteers to execute successful events. A small number of FIRST staff are able to attend each competition, with priority given to new events.

The ON-SITE EVENT STAFFING REQUIREMENTS matrix in this section provides a comprehensive list of volunteers necessary to successfully staff an event, suggested number of volunteers needed for each position, and an approximate schedule.

The section below summarizes the positions required to run a FIRST Robotics Competition regional and the source of the personnel:

Positions provided by FIRST Headquarters

Event Manager	(Contracted)
Event Assistant	(Contracted)
AV Tech Productions	(Contracted)
Technical Support	(Contracted)
Drayage	(Contracted)
FIRST Regional Director	
FIRST Technical Advisor	
Judge Advisor	

Regional Planning Committee Positions

Committee Chairperson
Finance/Budget Coordinator
Judge Development & Recruitment Coordinator
Public Relations/Media Coordinator
School/Team Recruitment Coordinator
Sponsor Recruitment & Development Coordinator
Team Social Coordinator (optional)
University/Higher Ed Coordinator
Safety Lead Advisor <i>(new position for 2005)</i>
VIP Reception Coordinator
Volunteer Coordinator
Local Kickoff Organizer
FIRST LEGO League (FLL Coordinator)

Key volunteer positions recruited locally by the Volunteer Coordinator

Field Supervisor
Game Announcer
Head Referee
Lead Robot Inspector
Master of Ceremonies
Pit Administration Supervisor
Scorekeeper/Field Power Controller

Key Volunteer Positions most often require FIRST experience and/or specialized skills. Recruit one or two trainee/alternate volunteers for each key position to ensure position coverage and event sustainability; the trainee/alternate will work with the key volunteer in an apprentice role.

In a limited number of cases a key volunteer may be recruited who is not local to the event. This is most feasible if and when a volunteer can cover his/her own travel costs. FIRST has a limited amount of funding available to assist with covering volunteer travel costs in special circumstances. Requests

for this assistance must be submitted to the Volunteer Resources Manager in writing by no later than early January and expressly approved by FIRST. Priority will be given to new events.

Key Volunteers should be confirmed by January. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. The FIRST Volunteer Resources Manager can assist with recruitment of key volunteers.

General Event Volunteers recruited locally by the Volunteer Coordinator, unless otherwise noted.

Ambassador* (*New position for 2005*) Refer to Ambassadors (Section 8)

Ambassador Coordinator * (*New position for 2005*)

Awards Assistant

Crowd Control

Field Assembly/Disassembly

Field Reset/Repair

Judge Assistant

Judge (Refer to Judges (Section 7))

Machine Shop Staff

Machine Shop Driver

Pit Administration Support

Pit Announcer

Real Time Scoring

Referee

Robot Inspector

Safety Advisor (*New position for 2005*)

Spare Parts

Team Queuing

Team Social Attendant *

VIP/Media Information Table Attendant

Volunteer Registration/Information Table Attendant

Website Judge (Not an on-site event position)

* These positions may not be required at all events.

Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. Many of these positions do not require previous experience with FIRST.

On-Site Event Staffing Requirements And Schedules

KEY:

IFI = Innovation First, Inc	JD = Judge Dinner
OPT = Optional	SPS = Sargent Production Services
RF = Referee Training	S/U = Set Up
Shaded areas = Required work hours	VM = Volunteer Meeting

REGIONAL PLANNING COMMITTEE (Welcome to be onsite at any time)												
	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
Committee Chair		OPT	OPT	OPT	OPT		OPT	OPT		OPT	OPT	
Judge Recruitment/Development Coordinator						OPT	OPT	OPT		OPT	OPT	
PR/Media Coordinator				OPT	OPT							
Sponsorship Coordinator							OPT	OPT		OPT	OPT	
Safety Lead Advisor			VM									
Team Recruitment Coordinator			OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	
Team Social Coordinator			VM									
FIRST LEGO League Coordinator			OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	
University/Higher Ed Coordinator			OPT	OPT	OPT	OPT	OPT	OPT		OPT	OPT	
VIP Reception Coordinator			VM									
Volunteer Coordinator		S/U	VM						OPT			

KEY VOLUNTEER POSITIONS												
	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
Field Supervisor		S/U	VM			OPT						
Game Announcer			VM	OPT	OPT	OPT						
Head Referee (Note1)			VM RT	OPT	OPT	RT						
Judge Advisor						JD						
Lead Robot Inspector			VM									
Master of Ceremonies			VM	OPT	OPT	OPT						
Pit Administration Supervisor		S/U	VM									
Scorekeeper/Field Power Controller		S/U OPT	VM									

Note 1: Referee training may be conducted on either Wednesday or Thursday evening.

GENERAL EVENT VOLUNTEERS												
Position and Number of Volunteers Needed in Parenthesis	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
Ambassador (6-10)												
Ambassador Coordinator (1)			VM									
Awards Assistant (1-2)			VM									
Crowd Control (12)			VM									
Field Assembly/Disassembly (8)												
Field Reset/Repair (10)			VM									OPT
Judge Assistant (1)			VM			JD						
Judges (Note 1)					OPT	JD						
Machine Shop Staff (2)												
Machine Shop Shuttle Drivers (2)			VM									
Pit Administration Support(2)			VM									OPT
Pit Announcer (2)			VM									
Real Time Scoring (Note 2)			VM									
Referees (Note 2)				OPT	OPT	RT						
Robot Inspectors (see daily numbers)			VM	10	10	10	2-3	2-3		2-3		
Spare Parts (2)			VM									
Safety Advisors (4)			VM									
Team Queuing (4)			VM									
Team Social Attendants (5-10)			VM									
VIP/Media Reg/Info Table Attendants (3)			OPT	OPT	OPT							
Volunteer Reg/Info Table Attendants (2-3)		S/U	VM									

Note 1: Refer to Judges (Section 7) to determine number of judges required.

Note 2: Actual number of volunteers needed will be determined by game. FIRST will advise.

The number of volunteers needed for each position varies in accordance with the size of the competition venue and the number of teams participating in the regional event. The times listed are guidelines.

FIRST/CONTRACTED STAFF												
	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30a	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
AV Technical Productions (SPS)						OPT			OPT			
Event Assistant												
Event Manager												
Drayage					Out 4PM					IN 10AM		
Regional Director (FIRST)												OPT
Technical Advisor (FIRST)									OPT			
Technical Support (IFI)												OPT

FIRST Volunteer Information and Matching System (VIMS)

The Volunteer Information and Matching System (VIMS) is a valuable resource to Regional Planning Committees for recruiting all levels of event volunteers, and managing data regarding potential, current and former event volunteers.

Individuals interested in volunteering are directed to VIMS via the FIRST website (www.usfirst.org). They create a personal profile that includes their contact information and interest in specific event positions. The Regional Planning Committee Chair, Volunteer Coordinator, FIRST Regional Director and FIRST headquarter staff have access to information in VIMS. The Volunteer Coordinator contacts individuals registered in VIMS to review opportunities and determine position assignment based on event needs and volunteer preferences.

VIMS has the capability of creating reports that are useful pre and post event. VIMS can produce reports based on a multitude of search criteria. For example, reports can indicate the status of event volunteer recruitment, identify individuals interested in specific assignments, historical information regarding volunteers who filled specific roles, training and recognition history. VIMS facilitates communication with volunteers by generating emails and letters.

Contact your Regional Director and/or the Volunteer Resources Manager at FIRST headquarters for more information regarding VIMS.

Volunteer Training and Resources

FIRST Website for Volunteers

The FIRST website includes a wealth of information regarding FIRST programs. It is a very helpful resource for teams, Regional Planning Committees, event volunteers and individuals wanting general knowledge about FIRST. There are sections dedicated to FIRST Robotics Competition, FIRST LEGO League, FIRST Place, About FIRST, and For Volunteers.

- The “For Volunteers” section describes the various ways an individual can become involved:
 - Event Volunteer
 - Team Mentor
 - Regional Planning Committee
- There are direct links to:
 - The FIRST Volunteer Information and Matching System (VIMS) which facilitates the volunteer registration process
 - Resources for Planning Committees and Team Mentors
 - Volunteer Recognition Ideas
 - FIRST Online Store featuring FIRST merchandise
 - Unsung Heroes- Stories recognizing outstanding volunteers
 - Volunteer Awards Winners

Note: The FIRST website will be revised Fall 2004/Winter 2005, thus the information stated above may change.

Volunteer Training

- Training is essential for volunteers to competently perform their responsibilities, which contributes to the success of an event
- FIRST headquarters provides training for Key Volunteers
- The Volunteer Coordinator has primary responsibility for planning and conducting the training for General Event Volunteers, with support from the Regional Planning Committee and Regional Director

Key Volunteer Positions:

Field Supervisor	Master of Ceremonies
Game Announcer	Pit Administration Supervisor
Head Referee	Safety Lead Advisor *New Committee Position 2005
Lead Robot Inspector	Scorekeeper/Field Power Controller

- Key positions most often require that the volunteer have previous FIRST experience and/or specialized skills
- FIRST headquarters provides at least one of the following training and support opportunities for each Key Volunteer position prior to the start of the competition season:
 - Live web conferences
 - Recorded web conferences
 - Teleconferences
 - Manual and other support materials
 - Email communications
 - One-on-One Support
- The FIRST Technical Advisor lends on-site guidance to the Field Supervisor, scorekeeping volunteers, referees and robot inspectors
- Key Volunteer contact information must be entered in VIMS by the end of January so communications regarding training can be emailed to the volunteers

General Event Volunteers

- Many event volunteers do not need FIRST experience and/or specialized skills
- Optimally, the vast majority of General Volunteers will be trained during the Wednesday evening Volunteer Dinner. In some cases, referee training may be conducted Thursday evening

- Day-of-event training is possible for a limited number of positions, avoid this as much as possible
- Identify a “Lead” volunteer to train volunteers in one or more positions, i.e., Head Referee trains Referees, Scorekeeper/Field Power Controller trains the Real-Time Scoring volunteer; Field Supervisor trains Field Reset/Repair volunteers

Volunteer Dinner Meeting

- Most often held the Wednesday night prior to start of event
- All volunteers should be invited and strongly encourage them to attend
- Volunteer Coordinator collaborates with the Event Manager and/or Event Assistant to plan the meeting agenda and training process (See sample agenda). Confirm assignments prior to the meeting. Prepare name tags with job assignments.
- Volunteers are provided an event orientation and general event volunteer training is conducted
- Once the FIRST Volunteer Information Form is collected, distribute Volunteer Recognition Pins
- Distribute Consent/Release and Hold Harmless Form to all volunteers, collect completed forms
- Opportunity to confirm volunteer assignment and schedule

The Volunteer Coordinator, in collaboration with the Event Manager, the Regional Planning Committee Chair, and other members of the Regional Planning Committee, will conduct the meeting. Dinner is usually planned to be served prior to the meeting but may vary depending on the local situation. The meeting, including dinner, should last 1-2 hours and the agenda should include the following topics:

- a. Welcome
- b. About FIRST
 - Gracious Professionalism
 - Regional Competition Schedule
 - Game Overview
- c. Safety of volunteers and participants
 - Volunteer registration and other safety measures
 - FIRST Consent, Release and Hold Harmless Form
 - Safety and response to emergency situations
- d. General Volunteer Information
 - Volunteer Recognition Pins
 - Conflict of Interest and Disclosure Statement
 - Dress code
 - Security of personal belongings
 - Child restrictions
 - Volunteer Lounge; breakfast, lunch and dinner, snacks, water
 - Daily arrival time and check-In at Volunteer Information Desk
 - Breaks/meal relief coverage
 - On-site volunteer position re-assignment
 - Volunteer absence notification procedure
 - Volunteer Information and Matching System
- e. Site-specific information:
 - Parking
 - Volunteer Entrance
 - Facility Access Restrictions
 - Team Social
- f. Facility tour conducted by the Event Manager and/or Event Assistant
- g. Position training conducted by “Lead Volunteers”

Volunteer Guidelines and Requirements

Volunteer Screening, Safety, and Supervision

These guidelines are in the process of revision in consultation with legal counsel, insurance specialists, FIRST staff, and volunteers. The guidelines will include recommendations and requirements for screening, interviewing, assigning, and supervising event volunteers.

Volunteer Minimum Age Requirement

FIRST requires that FIRST Robotics Competition event volunteers are at least 12 years old, however the Regional Planning Committee has the option of *increasing* the age requirement as desired. Adult volunteers should not have children accompany them while volunteering or be responsible for supervising their own children at the event. Children under the minimum age are welcome at FIRST competitions with appropriate supervision by someone other than the volunteer.

FIRST Consent, Release and Hold Harmless Form

FIRST requires that all volunteers sign a Consent, Release and Hold Harmless form prior to the start of the event. In the case of a minor child (under the age of 18), this form must be signed by the legal guardian. If a volunteer (or legal guardian) is unwilling to sign the Consent and Hold Harmless form, he/she will not be able to volunteer. The completed forms must be returned to FIRST Headquarters at the conclusion of the event. They can be given to the Pit Administration Supervisor to be included with the event materials in the Pit Crate. The Consent, Release and Hold Harmless Form can be found in FORMS (Section 13) of the Regional Planning Guide. The Volunteer Coordinator is responsible for making an adequate number of copies of the form.

Volunteer Conflict of Interest and Disclosure Statement

Some Key Position Volunteers are required to sign a Conflict of Interest and Disclosure Statement: Field Supervisor, Judges, Robot Inspectors, and Referees. A volunteer who has a relationship with a team is not excluded from serving in these positions, but he/she must disclose any relationship he/she has with a competing team and agree not to bias any match process and/or results. The Volunteer Coordinator is responsible for making an adequate number of copies of the form for use at the event. The Conflict of Interest and Disclosure Statement Form can be found in FORMS (Section 13) of the Regional Planning Guide. These copies should be distributed to the Head Referee, the Lead Robot Inspector and the Field Supervisor.

Dress Code

Each volunteer is provided a free FIRST volunteer "Crew" t-shirt and volunteer identification badge. Both must be worn at all times. They identify volunteers and allow access to the volunteer lounge. In some venues, they are also necessary to meet security requirements and allow access to the venue. Volunteers must complete the registration process prior to the event or on-site to receive their t-shirt and badge. The t-shirt may be worn with casual wear such as jeans or khakis, and volunteers should wear comfortable closed toe shoes.

Volunteer Position Descriptions

Volunteer Position Descriptions are an essential tool for recruiting event volunteers; they:

- Provide volunteers an accurate overview of responsibilities, commitment and skills required
- Describe outcome desired of the position
- Illustrate relationship between position and the success of the event
- Contribute to volunteer satisfaction by effectively matching volunteers with desired positions
- Contribute to a successful event through recruitment of qualified and informed volunteers

The Volunteer Information and Matching System (VIMS) includes links to all event position descriptions, thus allowing individuals to make informed decisions regarding position preference(s). Instruct each volunteer to register preferences, via VIMS, and review the position description prior to position confirmation

The following position descriptions include *suggested* times volunteers are needed; actual times may vary by event

FIRST Robotics Competition — Volunteer Position Description

AMBASSADOR

POSITION SUMMARY

Interact with teams and serve as role model. Educate and engage VIP guests to ensure their continued motivation, passion, and commitment to FIRST. Ambassadors are responsible for their own travel and accommodations, expenses, and arrangements.

BENEFITS OF THE POSITION

- Opportunity to cultivate support for FIRST programs
- Opportunity to utilize and further develop interpersonal/communication skills
- Interesting and varied responsibilities
- High profile role, visual presence
- Networking opportunities
- Ambassador shirt provided

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Participate in training
- Conduct tours of the Pit
- Interact with teams members
- Interface with VIPs

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required, but helpful
- General knowledge of FIRST
- Strong interpersonal and communication skills
- Self-directed individual
- Ability to move about the facility

TRAINING

Regional Director and Ambassador Coordinator conduct training and provide guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one and one-half hour Friday and Saturday; participation in training offered by FIRST on day of service.

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Friday & *Saturday</p> <p>As scheduled by the Ambassador Coordinator</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check-in at VIP Information Table • Report to Regional Director or Ambassador Coordinator • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

Regional Director and Ambassador Coordinator provide direct supervision

FIRST Robotics Competition — Volunteer Position Description

AMBASSADOR COORDINATOR

POSITION SUMMARY

Assist the Regional Director in facilitating the Ambassador Program. Collaborate with event management staff to ensure fulfillment of meeting needs.

BENEFITS OF THE POSITION

- Opportunity to cultivate support for FIRST programs
- Opportunity to utilize and further develop interpersonal/communication skills
- Interesting and varied responsibilities
- Opportunity to utilize and further develop organizational skills
- High profile role, visual presence
- Networking opportunities

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Participate in training opportunities
- Organize and ensure all materials and supplies needed are available, and correctly placed on tables
- Ensure correct room setup; keep room organized and clean
- 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; and facilitate a “lessons learned” when they return to the Ambassador area.
- Obtain and wear a two-way radio and headset from event management office, sign it out; return it to office at end of day, sign it in
- Ensure all contact information for Ambassadors is obtained

EXPERIENCE AND SKILLS NEEDED

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

TRAINING

FIRST Volunteers Ceci Neumann and Vince Wilzynski will train Ambassador Coordinator and the Regional Director will provide guidance during the event.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Friday and Saturday

DAY/SHIFT	ACTIVITIES
<i>* Volunteers should arrive on-site 30-45 minutes prior to start of event</i>	
Friday 12pm-5pm	<ul style="list-style-type: none"> • Prepare meeting area for Ambassadors • Welcome Ambassadors at time of session • Facilitates Ambassador session and collects contact information
Saturday 7:30am-5pm	<ul style="list-style-type: none"> • Distributes Ambassador materials • Breakdown and packing of Ambassador Area

REPORTING RELATIONSHIPS AND SUPERVISION

Reports to Regional Director

FIRST Robotics Competition — Volunteer Position Description

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 Friday and Saturday.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Behind the scenes involvement with the awards ceremony
- Opportunity to contribute to the success of the ceremonies
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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

EXPERIENCE AND SKILLS NEEDED

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

TRAINING

Event Manager and/or Event Assistant conducts training at the Volunteer Meeting, and provides guidance during the competition

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one half-day, and Wednesday Dinner Meeting (orientation and training)

DAY(S)/TIMES	ACTIVITIES
<p><i>* Volunteers should arrive onsite 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Friday and *Saturday 12pm-5pm</p>	<ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table prior to start of shift • Report to Event Manager/Event Assistant • Perform duties • Assist with tables/stanchions breakdown, pack remaining awards

REPORTING RELATIONSHIPS AND SUPERVISION

- Event Manager and/or Event Assistant provide direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

CROWD CONTROL

POSITION SUMMARY

Facilitate smooth pedestrian traffic flow throughout the facility; monitor audience

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- High visibility role
- Physically active role; not sedentary
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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

TRAINING

Event Assistant conducts training during the Volunteer Meeting, and provides guidance during the competition

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one full-day, and Wednesday Dinner Meeting (orientation and training)

DAY(S)/TIMES	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday 7:30am-8pm</p> <p>Friday 7:30am-6pm</p> <p>*Saturday: 7:30am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check-in at Volunteer Registration/Information Table • Attend Volunteer Breakfast • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

- Event Manager provides direct supervision to Crowd Control.
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

FIELD ASSEMBLY/DISASSEMBLY

POSITION SUMMARY

Assist with assembly and/or disassembly of the competition playing field. Volunteer need not do both.

BENEFITS OF THE POSITION

- Interesting and varied responsibilities
- Ability to work with volunteers, contracted and FIRST staff
- Opportunity to utilize and further develop mechanical/technical skills
- Physically active role, not sedentary

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- 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

TRAINING

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

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Wednesday afternoon/evening

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on-site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Noon – 6pm</p> <p>Saturday 5pm - Done</p>	<ul style="list-style-type: none"> • Report to Field Supervisor on playing field • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

Field Supervisor and FIRST Technical Advisor provide direct supervision

FIRST Robotics Competition — Volunteer Position Description

FIELD RESET/REPAIR

POSITION SUMMARY

Repair and reset playing field after each team match. Play a critical role in ensuring smooth flow of match play and maintaining pace of the event. Duties need to be done efficiently.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Positioned near the playing field, fast-paced action, ability to observe matches
- Physically active role; not sedentary
- High visibility role
- Work with a variety of people
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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

TRAINING

Field Supervisor conducts training during the Volunteer Meeting, and provides guidance during the competition

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one full day, and Wednesday Dinner Meeting (orientation and training)

DAY(S)/TIMES	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday and Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check-in at Volunteer Registration/Information Table • Report to Field Supervisor • Duties begin

REPORTING RELATIONSHIPS AND SUPERVISION

- Field Supervisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

FIELD SUPERVISOR**POSITION SUMMARY**

Key volunteer position; participate in field construction and maintenance, direct activity on the field to ensure smooth execution of the matches. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. Work in collaboration with the FIRST Technical Advisor.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Leadership position; high level of responsibility
- High visibility role
- Networking opportunities
- Ability to impact quality of event
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- 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 the Game Announcer, Master of Ceremonies, and Event Manager to monitor and adjust game pace, as needed
- Conduct volunteer training for and supervise Field Assembly/Disassembly, Field Repair/Reset and Scorekeeper/Field Power Controller volunteers at event
- 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 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 strongly recommended; 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

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. FIRST Technical Advisor provides resource during event

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Wednesday through Saturday, and Wednesday Dinner Meeting (orientation and training); participation in training offered by FIRST

DAY(S)/TIMES	ACTIVITIES
<p>* Volunteers should arrive on site 30-45 minutes prior to start of shift * Shift times may vary by regional event</p>	
<p>Wednesday: Time to be determined by FIRST Event Rollout but is approximately 12pm to 6pm Evening</p>	<ul style="list-style-type: none"> • Participate in field construction • Attend Volunteer Meeting; conduct volunteer training <i>*Sign Volunteer Conflict of Interest and Disclosure Form</i>
<p>Thursday and Friday 7:30am-6pm *Saturday: 7:30am-5pm</p>	<ul style="list-style-type: none"> • Attends Breakfast Meetings conducted by Event Manager • Check in at Volunteer Registration/Information Table • Perform duties
<p>*Saturday: 5:00pm-Completion</p>	<ul style="list-style-type: none"> • Supervise field breakdown in collaboration with the FIRST Technical Advisor

REPORTING RELATIONSHIPS AND SUPERVISION

- FIRST Technical Advisor provides support and advice
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

GAME ANNOUNCER**POSITION SUMMARY**

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.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful and inspirational experience for team members
- High profile position, audible and visible presence at competition
- Significant level of responsibility
- Community exposure
- Opportunity to utilize and further develop public speaking skills
- Opportunity to set the pace of the event; impact overall quality of event
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting
- Participate in training opportunities offered by FIRST
- Provide play-by-play commentary for each match
- Report match scores and winning team alliance
- Make “housekeeping” announcements
- Assist Master of Ceremonies in keeping spectators informed of competition agenda and status; seek and announce unique information specific to individual teams

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
- Ability to sit for long periods of time

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.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Friday and Saturday, Thursday is optional, and Wednesday Dinner Meeting; participation in training offered by FIRST

DAY(S)TIMES	ACTIVITIES
<i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i>	
<i>* Shift times may vary by regional event</i>	
Wednesday Evening	<ul style="list-style-type: none"> • Attend Volunteer Meeting
Thursday	<ul style="list-style-type: none"> • Optional, practice matches only • Opportunity to observe and become familiar with the game

Friday 8am-6pm *Saturday 8am-5pm	<ul style="list-style-type: none">• Prior to start of shift:<ul style="list-style-type: none">• Check-in at Volunteer Registration/Information Table• Report to field• Consult with Master of Ceremonies• Perform duties
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REPORTING RELATIONSHIPS AND SUPERVISION

- Event Manager provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

HEAD REFEREE**POSITION SUMMARY**

Responsible for training, directing and supervising all Referees. 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*

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- 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
- Opportunity to work in an exciting, fun, highly charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Conduct referee training; may attend Volunteer Meeting if desired
- Supervise referees
- 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, Lead Robot Inspector, and Innovation First staff 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

EXPERIENCE AND SKILLS NEEDED

- Two years FIRST referee experience strongly suggested
- 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

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 Head Referee.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Thursday (training), Friday, and Saturday; participation in training offered by FIRST

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting (optional) • Conduct Referee training (option to do it on Wednesday)
<p>Thursday 9am-10am Evening</p>	<ul style="list-style-type: none"> • Participates in driver's meeting • Observes practice rounds • Conduct Referee training (If not done on Wednesday)
<p>Friday 8aam-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check-in at Volunteer Registration/Information Table • Report to • Perform duties • Participate in Awards Ceremony (Sat) - OPTIONAL

REPORTING RELATIONSHIPS AND SUPERVISION

- Oversight by Volunteer Coordinator
- Support by FIRST Technical Advisor and Head Referee Advisor

FIRST Robotics Competition — Volunteer Position Description

JUDGE

POSITION SUMMARY

Select team award recipients through interaction with teams. Documentation regarding team background information is provided to familiarize judges with teams. 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*

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful and inspirational experience for team members
- 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

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- 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

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.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Thursday evening, Friday, and Saturday

DAY/SHIFT	ACTIVITIES
<i>Judge Advisor will advise Judges of start times at Thursday dinner</i> <i>* Shift times may vary by regional event</i>	
Thursday 6pm-8pm	<u>REQUIRED</u> • Attend Judge orientation dinner meeting; training conducted
Friday 8am-5pm Saturday 8am-5pm	• Report to Judges Room, Judge Advisor • Perform duties as assigned by the Judge Advisor • Participate in awards ceremonies

REPORTING RELATIONSHIPS AND SUPERVISION

Judge Advisor provides direct supervision

FIRST Robotics Competition — Volunteer Position Description

JUDGE ADVISOR

Nominated by Regional Planning Committee; recruited by FIRST

POSITION SUMMARY

Plan, organize, and facilitate the judging process and award deliberations. Does not interview teams, nor participate in awards recipient selection. Resolve any award disputes in a diplomatic manner. Serve as role model for the competitors.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- High visibility role
- Recognition of service in Regional Program Book
- Community exposure
- Networking opportunities
- Ability to positively impact quality of event

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Participate in training opportunities offered by FIRST
- Conduct Judge training at the Judge orientation and dinner meeting
- Assign judge responsibilities
- Distribute password to access any FIRST award submissions, as required
- Set daily schedule of activities; facilitate adherence to schedule
- Edit awards script
- Direct Judge Assistant activities
- Exercise definitive decision-making authority for determining award recipients in cases of dispute

EXPERIENCE AND SKILLS NEEDED

- Minimum two years experience as a Judge at a FIRST Regional/and or the Championship
- Strong leadership, facilitation skills
- Strong organizational skills
- Strong interpersonal/communication skills
- Strong writing skills
- Thorough knowledge of award criteria and selection process
- Ability to move about the facility

TRAINING

Training offered by FIRST headquarters prior to start of competition season. A comprehensive Judge Advisor Manual and Judge Manual is provided by FIRST, as well as email communications and one-on-one support. First year Judge Advisors are trained by a veteran Judge Advisor at an event prior to assuming full responsibilities at own regional.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Thursday, Friday and Saturday

DAY/SHIFT	ACTIVITIES
<i>Judge Advisor determines start time</i> <i>* Shift times may vary by regional event</i>	
Thursday 2pm-5pm 6pm-8pm	<ul style="list-style-type: none"> • Visit competition venue, ensure preparations are complete (Recommended) • Attend Judge Orientation Dinner Meeting, conduct training
Friday and Saturday 8AM-5PM	<ul style="list-style-type: none"> • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

Support provided by Lead Judge Advisors

FIRST Robotics Competition — Volunteer Position Description

JUDGE ASSISTANT**POSITION SUMMARY**

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

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Opportunity to utilize and further develop interpersonal/communication skills
- Interesting and varied responsibilities
- Ability to interact with Judges and event management staff
- Networking opportunities
- Judge Assistant shirt provided

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Participate in training opportunities
- Set up and prepare for Judge orientation and dinner meeting
- Assist Judge Advisor to keep judge panel on schedule and performs other duties as assigned by the 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
- Ensure correct room setup; keep room organized and clean
- 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 a two-way communication radio and headset to keep apprised of competition schedule; informs 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 and give to the Judge Advisor
- Ensure all Judges sign a Consent, Release, Hold Harmless form prior to start of event
- Breakdown of Judge Room at 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

TRAINING

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

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Thursday afternoon, Friday, and Saturday

DAY/SHIFT	ACTIVITIES
<p>Judge Advisor will advise Coordinator of start time <i>* Shift times may vary by regional event</i></p>	
<p>Thursday 12pm-5pm 6pm-8pm</p> <p>Friday and *Saturday 7:30am-5pm</p>	<ul style="list-style-type: none"> • Meet with Judge Advisor on site; receive orientation to duties • Prepare materials for Dinner Meeting • Prepare meeting room for Judging activities • Attend Judge Orientation Dinner Meeting • Prior to start of shift: <ul style="list-style-type: none"> • Check-in at Volunteer Registration/Information Table • Obtain two-way radio and headset • Report to Judge Room. Judge Advisor • Coordinate with Event Manger to prepare for Awards Ceremonies • Perform duties as designated in the checklist • Assist with break down and packing of Judge Room

REPORTING RELATIONSHIPS AND SUPERVISION

- Judge Advisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

LEAD ROBOT INSPECTOR**POSITION SUMMARY**

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.

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

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, educational and inspirational experience for team members
- 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
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting and conduct Robot Inspector training
- 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

EXPERIENCE AND SKILLS NEEDED

- FIRST Robot Inspection experience strongly suggested; prior team experience strongly recommended
- Knowledge of robot inspection and other competition rules
- Mechanical aptitude required, basic knowledge of electronics is helpful
- 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
- Ability to stand for long periods of time
- Strong assessment skills
- Ability to work as a member of a team

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 Lead Robot Inspector. FIRST Technical advisor provides advice during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum Wednesday through Saturday, and Wednesday Dinner Meeting (orientation and conducts training); participation in training offered by FIRST

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; conduct Robot Inspector training (REQUIRED) • Set up robot inspection and weigh-in areas
<p>Thursday 8am-8pm Friday & *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to inspection area • Perform duties • Break down of robot inspection and weigh-in areas and pack for transport

REPORTING RELATIONSHIPS AND SUPERVISION

- Consult with IFI Technician and FIRST Technical Advisor
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

MACHINE SHOP SHUTTLE DRIVER

**Need for shuttle/shuttle drivers to be determined by location of machine shop in proximity to event.*

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.

BENEFITS OF THE POSITION

- Ability to interact with team members and team mentors
- Provide valuable assistance to teams resulting in robot enhancement
- Not stationary position, requires activity

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Transport team members from venue site to Machine Shop, from Machine Shop to venue site
- 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 a two-way radio and headset; in constant communication with the Pit Administration Supervisor; respond to transport requests
- Driver stationed in the Pit; respond to request from Pit Administration Supervisor when shuttle service is needed
- 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

- FIRST experience not required
- Strong interpersonal/communication skills
- Self-directed individual
- Ability to move about the facility
- Ability to sit for long periods of time
- Ability to drive a van

TRAINING

Pit Administration Supervisor conducts training at the Volunteer Meeting, and provides guidance during the competition

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one day, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday 8am-8pm</p> <p>Friday 8am-6pm</p> <p>*Saturday 8am-3pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Pick up two way radio • Report to Pit Administration Area • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

- Pit Administration Supervisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

MACHINE SHOP STAFF

POSITION SUMMARY

Assist teams with robot repair and modifications.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, educational and inspirational experience for team members
- Significant level of responsibility
- Opportunity to utilize and further develop coaching skills
- Opportunity to share and utilize mechanical knowledge and skills
- Interesting and varied responsibilities
- Ability to work and interact with team members and mentors
- Active role, not sedentary

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- 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 move about the facility
- Ability to stand for long periods of time
- Ability to work as a member of a volunteer team

TRAINING

Optional: Attend Wednesday night volunteer meeting to provide oversight to the event

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one day

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Thursday 8am-8pm</p> <p>Friday 8am-6pm</p> <p>*Saturday 8am-3pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

- Oversight by Volunteer Coordinator

MACHINE SHOP STAFF SHOULD BE QUALIFIED TO OPERATE:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • Vertical Milling Machine • Engine Lathes • Acetylene Torches • Drill Press • Band Saw | <ul style="list-style-type: none"> • Disc Sander • TIG Welder • Finger brake • MAPP Gas Torch • Portable Band Saw | <ul style="list-style-type: none"> • Saber saw • Router or Roto-zip • Circular saw |
|---|--|---|

FIRST Robotics Competition — Volunteer Position Description

MASTER OF CEREMONIES (aka “MC” or “Emcee”)

POSITION SUMMARY

Primary individual responsible for setting the tone of the competition. Create and sustain an exciting and fun atmosphere throughout the event. Most visible presence at the event; embodies the spirit of FIRST and is the consummate FIRST ambassador. Work together as a team with Game Announcer to ensure a well-organized and thrilling event. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. Key volunteer position that will significantly impact the quality of the competition.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Highest profile volunteer position, prominent audible and visible presence
- Significant level of responsibility; opportunity to utilize and further develop leadership skills
- Networking opportunities
- Opportunity to utilize and further develop public speaking skills
- Opportunity to set the pace of the competition; impact overall quality of event
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting
- Participate in training opportunities offered by FIRST
- Commentate the Opening and Closing ceremonies
- Provide spectators and teams an overview of game and the basic rules frequently throughout event
- Announce teams participating in matches
- Collaborate with Game Announcer to keep spectators informed of competition agenda and status; seeks and announces unique information specific to individual teams
- Collaborate with Head Referee, on-field technical support, Field Supervisor and Event Manager to facilitate compliance with schedule; adjust commentary accordingly and works with Game Announcer to ensure schedule compliance

EXPERIENCE AND SKILLS NEEDED

- FIRST experience strongly preferred
- Public speaking experience highly preferred; TV/radio/acting experience ideal
- Thorough knowledge of FIRST, the competition game and rules
- High energy, gregarious; sense of humor
- Creative and animated
- Comfortable using a microphone and addressing a large crowd; vocally energetic
- Ability to handle situations as they occur
- Ability to collaborate with others
- Strong organizational skills
- Ability to move about the field

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 emcee. Event Manager and AV Tech Director provide guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Friday and Saturday, Thursday is optional, and Wednesday Dinner Meeting; participation in training offered by FIRST

DAY(S)TIMES	ACTIVITIES
<p>* Volunteers should arrive on site 30-45 minutes prior to start of shift <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting
<p>Thursday</p>	<ul style="list-style-type: none"> • Optional, practice matches only
<p>Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to field • Consult with Field Supervisor & Game Announcer • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

PIT ADMINISTRATION SUPERVISOR**POSITION SUMMARY**

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

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- 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
- Opportunity to work in an exciting, fun, highly-charged environment
- Physically active role, not sedentary

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- 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 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-day radio and headset; communicate with event management staff, machine shop drivers and EMTs
- Supervise Pit Station break down process and 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

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.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Wednesday through Saturday, and Wednesday Dinner Meeting (orientation and training); participation in training offered by FIRST

DAY/SHIFT	ACTIVITIES
* Volunteers should arrive on site 30-45 minutes prior to start of shift * <i>Shift times may vary by regional event</i>	
Wednesday 12-8pm Evening	<ul style="list-style-type: none"> • Supervise and assist with Pit Administration Table set-up • Attend Volunteer Meeting; conduct volunteer training
Thursday 7am-8pm Friday 7am-6pm Saturday 7am-5pm	<ul style="list-style-type: none"> • Attend Breakfast Meeting conducted by Event Manager • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Perform duties
Saturday 5pm -Completion	<ul style="list-style-type: none"> • Break down Pit Administration Station and pack Pit travel crates • Monitor team load out

REPORTING RELATIONSHIPS AND SUPERVISION

- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

PIT ADMINISTRATION SUPPORT**POSITION SUMMARY**

Provide direction, assistance, information, and support to teams in the Pit.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- High visibility role
- Interesting and varied responsibilities
- Ability to work and interact with team students and mentors
- Work in a fast-paced environment
- Opportunity to utilize and further develop organizational and interpersonal skills
- Opportunity to work an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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

TRAINING

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

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday 8am-8pm Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to Pit Administration Supervisor • Perform duties • Assist with break down and packing of Pit Administration Station

REPORTING RELATIONSHIPS AND SUPERVISION

- Pit Administration Supervisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

PIT ANNOUNCER**POSITION SUMMARY**

Call teams to queuing area, and make general announcements via use of the public address system. Work in collaboration with the Team Queuing volunteers to facilitate adherence to team match schedule

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Significant level of responsibility
- High visibility role, audible and visual presence
- Opportunity to utilize and further develop public speaking skills
- Interesting and varied responsibilities
- Ability to work and interact with team students, mentors and volunteers
- Ability to contribute to the success of the competition by facilitating adherence to team match schedule
- Opportunity to work in an exciting, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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
- Communicate with the Team Queuing volunteers to coordinate team line-up for matches via two-way radio and headset
- Announce impending team matches and call team to queuing area
- Make general 'housekeeping' announcements

EXPERIENCE AND SKILLS NEEDED

- Experience as a Pit Administration volunteer preferred
- Ability to "take charge"; be assertive, but tactful
- Outgoing personality; high energy
- Strong interpersonal/communication skills
- Clear and strong vocal ability; requires frequent announcing
- Ability to collaborate with others
- Comfortable using a microphone and addressing large crowd; vocally energetic
- Ability to sit for long periods of time
- Ability to work as a member of a team

TRAINING

Pit Administration Supervisor conducts training at the Volunteer Meeting and provides guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Thursday through Saturday, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday 8am-8pm Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to Pit Administration Supervisor • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

- Pit Administration Supervisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

REAL TIME SCORING

POSITION SUMMARY

Records points scored by teams during each game match.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful and inspirational experience for team members
- Significant level of responsibility
- High visibility role
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Observe game matches, enter points scored by each team into a personal digital assistant (PDA)
- Collaborate with the Scorekeeper/Field Power Controller and Head Referee

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Knowledge of the competition game and scoring system
- Attention to detail
- Ability to use a PDA; previous use of PDA not required, instruction provided at event
- Ability to collaborate with others, work as a member of a team
- Self-directed individual
- Ability to stand for long periods of time

TRAINING

Scorekeeper/Field Power Controller conducts training at the Volunteer Meeting and provides guidance during the competition

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days (Thursday through Saturday) and Wednesday Dinner Meeting (orientation and training);

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday and Friday 8am-6pm</p> <p>*Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to Scorekeeper/Field Power Controller • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

- Scorekeeper/Field Power Controller provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

REFEREE**POSITION SUMMARY**

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.

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

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop interpersonal skills
- 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
- Positioned on the perimeter of the playing field; fast-paced action
- Physically active role, not sedentary
- Opportunity to work in an exciting, fun, highly charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting (optional), participate in training (REQUIRED)
- Observe matches, “call” rule infractions; determine penalties
- Participate in deliberations regarding contested calls
- Complete and submit a scoring sheet, after each match, to the Head Referee
- Participate in discussions with Head Referee and other referees to determine official match scores
- Participate in deliberations with the Head Referee, Field Supervisor, Lead Robot Inspector and Innovation First staff regarding robot-related issues raised by opposing team
- Monitor and promote safe practices on and around the playing field; wear safety glasses during the matches

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Ability to “take charge”; be assertive, but tactful
- Thorough knowledge of the competition game and rules of play
- 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

TRAINING

Head Referee conducts training at the Volunteer Meeting on Wednesday or Thursday evening and provides guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Thursday (training), Friday, and Saturday

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting (optional)
<p>Thursday Evening</p>	<ul style="list-style-type: none"> • Attend Referee training (REQUIRED)
<p>Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to • Perform duties • Participate in Awards Ceremony (Sat) - OPTIONAL

REPORTING RELATIONSHIPS AND SUPERVISION

- Head Referee provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

ROBOT INSPECTOR**POSITION SUMMARY**

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

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

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, educational and inspirational experience for team members
- Significant level of responsibility
- High visibility role
- Opportunity to utilize assessment, mechanical and electrical skills
- Networking opportunities
- Interesting and varied responsibilities
- Ability to work and interact with team members, mentors, and other volunteers
- Physically active role, not sedentary
- Ability to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training (REQUIRED)
- Perform robot inspections and weigh-ins
- Complete inspection paperwork
- Participate in deliberations regarding inspection decision issues

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required; team experience preferred
- Mechanical aptitude required, basic knowledge of electronics is helpful
- 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

TRAINING

Lead Robot Inspector conducts training at the Volunteer Meeting and provides guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted (REQUIRED)
<p>Thursday 8am-8pm Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to • Perform duties • Assist with break down of robot inspection/weigh-in areas

REPORTING RELATIONSHIPS AND SUPERVISION

- Lead Robot Inspector provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

SAFETY ADVISOR

POSITION SUMMARY

Involved in ongoing safety assessment during the entire event. The 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.

BENEFITS OF THE POSITION

- High visibility role, audible and visual presence
- Ability to work and interact with students and mentors
- Ability to contribute to the safety and success of the competition
- Access to field; ability to observe some matches
- Opportunity to impact participants and teach life changing skills
- Physically active role, not sedentary
- Opportunity to work in an exciting, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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, SKILLS NEEDED AND TRAINING

- FIRST experience not required but preferred
- Thorough knowledge of safety principles required, work related safety background preferred
- Ability to “take charge”; be assertive, but tactful
- Strong interpersonal/communication skills focused on a coaching approach
- Ability to link FIRST principles to a safety approach and move teams to compliance
- Outgoing personality; high energy
- Ability to move about the facility
- Must be ethical and impartial

TRAINING

Safety Lead Advisor conducts training at the Volunteer Meeting and provides guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Three day commitment, this position is involved during all days the teams are on site as well as the Wednesday Dinner Meeting (orientation and training).

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training and review of the program are conducted
<p>Thursday 8am–8pm Friday 8am–6pm Saturday 8am–5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to Safety Lead Advisor • Perform duties from Pit opening through Pit closing including the final decision on the Safety Award winner. • Assist with Awards ceremony

REPORTING RELATIONSHIPS AND SUPERVISION

- Safety Lead Advisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

SCOREKEEPER/FIELD POWER CONTROLLER**POSITION SUMMARY**

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.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Significant level of responsibility
- High visibility role
- Ability to work and interact with volunteers with leadership responsibilities, contracted and FIRST staff
- Ability to contribute to the success of the competition flow
- Access to field; ability to observe matches
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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 break down of scoring system and field
- Train Real Time Scoring volunteers

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

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

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Wednesday through Saturday; participation in training offered by FIRST.

DAY/SHIFT	ACTIVITIES
<p>* Volunteers should arrive on site 30-45 minutes prior to start of shift <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday 1pm-8pm Evening</p>	<ul style="list-style-type: none"> • Set up scoring and field control systems • Attend Volunteer Meeting; conduct training for Real Time Scoring volunteer
<p>Thursday & Friday 8am-6pm</p> <p>*Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to Field Supervisor • Perform duties
<p>*Saturday 5PM -Completion</p>	<ul style="list-style-type: none"> • Assist with breakdown of scoring and field power control systems, and playing field

REPORTING RELATIONSHIPS AND SUPERVISION

- Field Supervisor provides direct supervision with FIRST Technical Advisor available for consultation
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

SPARE PARTS ATTENDANT

POSITION SUMMARY

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

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Opportunity to utilize and further develop organizational skills
- Interesting responsibilities
- Ability to work and interact with team students and mentors
- Opportunity to utilize FIRST team experience and/or familiarity with robotics/mechanics
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Set up spare parts table
- Track parts exchanged and loaned
- Keep parts catalog log, and ensure teams complete required paperwork
- Enforce exchange/loaner requirements, restrictions, and paperwork
- Assist with break down of spare parts table and packs parts

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

TRAINING

FIRST Technical Advisor and/or Pit Administration Supervisor conduct training at the Volunteer Meeting, and provides guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one full day, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday 8am-8pm</p> <p>Friday 8am-6pm</p> <p>*Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to Spare Parts table • Perform duties • Assist with breakdown of spare parts table and repacking of crate

REPORTING RELATIONSHIPS AND SUPERVISION

- Pit Administration Supervisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

TEAM QUEUING

POSITION SUMMARY

Responsible for managing team traffic to and from the playing field. Stage and position teams in preparation for the start of matches. Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- 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
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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-day 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

TRAINING

Pit Administration Supervisor, working with the Event Assistant, conduct training at the Volunteer Meeting and provide guidances during the competition

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>Thursday & Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to Lead Team Queuer • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

- Pit Administration Supervisor provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

TEAM SOCIAL ATTENDANT

POSITION SUMMARY

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

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop interpersonal and communication skills
- Interesting and varied responsibilities
- Ability to work and interact with team members, mentors, volunteers and FIRST staff
- Opportunity to contribute to the success of the Team Social
- Physically active role, not sedentary
- Opportunity to work in an exciting, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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

TRAINING

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

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Wednesday (orientation and training), Friday evening

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted
<p>*Friday 5:30pm-9:30pm</p>	<ul style="list-style-type: none"> • Report to the Team Social Coordinator • Perform duties

REPORTING RELATIONSHIPS AND SUPERVISION

Team Social Coordinator provides direct supervision

FIRST Robotics Competition — Volunteer Position Description

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.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- High visibility role
- Opportunity to utilize and further develop interpersonal, communication and organizational skills
- Opportunity to interact with VIPs, media representatives, and FIRST staff
- Interesting work environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- 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

TRAINING

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

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days and Wednesday Dinner Meeting (optional)

DAY/SHIFT	ACTIVITIES
<p>* Volunteers should arrive on site 30-45 minutes prior to start of shift * Shift times may vary by regional event</p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted (optional)
<p>Thursday As needed Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to VIP Reception Coordinator and/or PR/Media Coordinator • Perform duties • Assist with break down of VIP/Media table(s) and materials

REPORTING RELATIONSHIPS AND SUPERVISION

- PR/Media Coordinator and/or VIP Reception Coordinator provides direct supervision
- Oversight by Volunteer Coordinator

FIRST Robotics Competition — Volunteer Position Description

VOLUNTEER COORDINATOR**POSITION SUMMARY**

The Volunteer Coordinator is the primary individual responsible for recruiting, selecting, screening, preparing, and coordinating the volunteers necessary for a FIRST Robotics Regional Competition. The Coordinator is a key member of the Regional Planning Committee and cooperates closely with other committee members, the FIRST Regional Director, and the FIRST Volunteer Resources Manager.

BENEFITS OF THE POSITION

- The opportunity to network with like-minded professionals
- A visible and vital leadership position in the community of organizations, schools, and businesses that cooperate to make a successful FIRST Robotics Regional Competition.
- Specialized training, and a connection to other Volunteer Coordinators throughout FIRST
- Volunteer Coordinators in previous years state the most interesting and rewarding aspects of their role are the ability to interact with all types of individuals and matching event needs with volunteer preferences

ACTIVITIES AND RESPONSIBILITIES

- Participate in Regional Planning Committee meetings
- Participate in Volunteer Coordinator training opportunities and conference calls offered by FIRST headquarters
- Provide information to FIRST headquarters, as requested
- Plan and implement activities for event volunteer recruitment, selection, screening, registration, support, and recognition
- Order volunteer “Crew” T-shirts for the event
- Ensure required event volunteer information is entered into the FIRST Volunteer Information and Matching System, including volunteer pin data
- Plan and conduct training for volunteers; ensure Key Volunteers participate in training offered by FIRST headquarters
- Supervise and assist event volunteers on site, and coordinate volunteer activities with the Event Management staff at the competition Wednesday through Saturday
- 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-day radio and headset; communicate with event staff and volunteers

EXPERIENCE, SKILLS NEEDED AND TRAINING

- A strong commitment to the FIRST mission and goals, including “Gracious Professionalism”
- Experience as a volunteer
- An understanding of office and internet technology and the ability to utilize systems
- An ability to effectively handle interpersonal situations, including tactfully handling feedback
- A high energy level, flexible, and self-motivated
- Articulate, with a proven ability to communicate well
- Highest level of personal and professional integrity and quality standards
- Ability to navigate about the event facility

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. The Regional Planning Committee Chair and the FIRST Regional Director also provide guidance and resources to the Volunteer Coordinator.

TIME COMMITMENT

Sept–Dec, Approx 6 hrs/wk; Jan–Feb, Approx 12 hrs/wk; March–Apr: Up to 20 hr/wk (Includes time working at event)

REPORTING RELATIONSHIPS

- Reports to the Regional Planning Committee Chair
- Oversight also from the FIRST Volunteer Resources Manager

FIRST Robotics Competition — Volunteer Position Description

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT**POSITION SUMMARY**

Manage all activities at the Volunteer Information and Registration Table. Provide direction, assistance and information to event volunteers and attendees.

BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop organizational, communication and interpersonal skills
- Interesting and varied responsibilities
- Ability to work and interact with volunteers, contracted and FIRST staff
- Opportunity to work an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Assist with table set up and break down
- 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
- Keep two-way radio at volunteer desk to communicate with Volunteer Coordinator
- Greet and check in volunteers as they arrive at the Volunteer Meeting and the competition mornings; ensure all paperwork is completed and collected
- Monitor and enforce volunteer minimum age requirement
- Identify unfilled volunteer positions and notify Volunteer Coordinator; assign/reassign volunteers as needed
- Distribute name badges, volunteer t-shirts and Volunteer Recognition Pins
- Provide information and direction to volunteers and guests

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 sit for long periods of time

TRAINING

Volunteer Coordinator trains the volunteers the afternoon of the Volunteer Meeting, prior to start of meeting.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i></p>	
<p>Wednesday 4pm-8pm</p>	<ul style="list-style-type: none"> • Assist with table set up, prepare for Volunteer Meeting; check in volunteers • Attend Volunteer Meeting
<p>Thursday, Friday & *Saturday 7:30am-5pm</p>	<ul style="list-style-type: none"> • Report to Volunteer Coordinator • Perform duties • Assist with break down of registration/information tables

REPORTING RELATIONSHIPS AND SUPERVISION

- Volunteer Coordinator provides direct supervision
- Oversight provided by Regional Planning Committee Chairperson

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WEBSITE JUDGE

***PRE-EVENT POSITION, not required to attend competition*

POSITION SUMMARY

Prior to competition, review and score websites that are designed, built, and managed by students participating on FIRST teams. On average, each Judge will evaluate approximately 25 websites. The exact number reviewed will vary depending on the number of teams and website judges for a particular regional competition. Judging is accomplished via an on-line system.

BENEFITS OF THE POSITION

- Opportunity to utilize and further develop assessment skills
- Opportunity to become familiar with FIRST Robotics Competitions
- Flexible and limited time commitment; not required to attend competition

ACTIVITIES AND RESPONSIBILITIES

- Review FIRST website, www.usfirst.org to acquire basic knowledge of FIRST Robotics Competitions (FRC) if no previous FRC experience
- Review and score each team website found in www.firstawards.org, and entered as a submission for your particular regional.
- All judges will complete the scoring sheet on line and enter information in the system; the system will automatically average all judge's scores
- Larger regionals may require websites be judged in two rounds; in this case, judges will be split into two panels to review sites in a two-step process

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Basic knowledge of FIRST Robotics Competitions; can be acquired by reviewing the FIRST website
- Basic knowledge of various features of websites
- Experienced browsing the internet; high speed connection preferred
- Strong assessment skills

TRAINING

No training is necessary. FIRST headquarters will send Website Judges the password needed to access the system and instructions detailing exact steps for the judging process.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES**Commitment:**

Pre-event position. Volunteer is not required to attend the regional competition.

Service as a Website Judge is at the volunteer's convenience; judging process occurs sometime between February and start of the regional competition. Judging each website will take approximately 10-15 minutes.