



SHORT VOLUNTEER POSITION DESCRIPTIONS

AMBASSADOR

Ambassadors interact with teams, serve as role models for team students and mentors. Ambassadors 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.

AMBASSADOR COORDINATOR

The Ambassador Coordinator will assist the Regional Director in facilitating the Ambassador Program. The Ambassador Coordinator will 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 the Ambassadors return to the Ambassador area.

ASSIGN AS NEEDED

Volunteer will provide assistance in various areas as determined by the Volunteer Coordinator. Volunteers frequently help with last minute tasks identified by event staff and Key Volunteers. They fill volunteer positions for “No-Show” volunteers who were assigned a specific position prior to the event, but did not show-up.

AWARDS ASSISTANTS

Awards Assistants report to the Event Assistant and are responsible for the unpacking, cleaning, marking, organizing and distribution of the various awards, trophies and medallions awarded at Event Ceremonies. The volunteers should plan for a minimum of three hours before the ceremonies to begin this process. The Awards Assistants will need to set up the medallion stands and assist with medallion distribution to the team members for those awards receiving medallions.

CROWD CONTROL

Crowd Control volunteers will facilitate smooth pedestrian traffic flow throughout the facility; monitor the audience; keep walkways and aisles clear and the crowd flowing. Effective crowd control is critical to a safe and well-run event.

FIELD ASSEMBLY

Field Assembly volunteers assist with assembly of the competition playing field on Wednesday.

FIELD DISASSEMBLY

Field Disassembly volunteers assist with disassembly of the competition playing field on Saturday.

FIELD RESET/REPAIR

Volunteers repair and reset the playing field after each team match. They play a critical role in ensuring smooth flow of match play and maintaining pace of the event.

FIELD SUPERVISOR (*Key Volunteer Position*)

The Field Supervisor will 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. The Field Supervisor will work in collaboration with the *FIRST* Technical Advisor. ***FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position***

FIRST TECHNICAL ADVISOR ASSISTANT (FTAA)

The *FIRST* Technical Advisor Assistant is a volunteer who helps keep the FRC field and event running smoothly. Works in collaboration with the *FIRST* Technical Advisor. This position was added on during the 2009 FRC season.



GAME ANNOUNCER (Key Volunteer Position)

The Game Announcer will 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. The Game Announcer will announce play-by-play commentary for each match and 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. **FIRST Headquarters will provide pre-event training for this position.**

HEAD REFEREE (Certified, Key Volunteer Position)

The Head Referee must be approved by FIRST HQ prior to being assigned and complete pre-event training and certification. The Head Referee is responsible for training, directing and supervising all Referees. Oversees all scoring processes and procedures. Has final authority for decisions regarding team scores. The Head Referee plays a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

JUDGE ASSISTANT

The Judge Assistant is responsible for assisting the Judge Advisor throughout the event, providing computer support (word processing) and performing other duties as assigned. The Judge Assistant will be provided with a checklist of activities in the Judge Crate at the event. The Judge Assistant is not a judge, does not interview teams, or participate in awards recipient selection process. The Judge Assistant is responsible for setting up (Thursday) and breaking down (Saturday) the Judge Room.

JUDGE

Judges are responsible for selecting team award recipients through interaction with teams. Documentation regarding team background information is provided to familiarize judges with teams. Judges serve as role models for the competitors. Judges are responsible for own travel/accommodation expenses and arrangements. Training for judges will be provided at the Thursday night judge dinner. Judges must be available for both days of the competition. **FIRST Headquarters will provide a Judge Handbook to all judges electronically prior to the event. Conflict of Interest form required for this position**

JUDGE ADVISOR (This is a key volunteer position assigned by FIRST Headquarters)

The Judge Advisor may be *nominated* by the Regional Planning Committee. To be nominated for the Judge Advisor position, the individual must have two years of prior judging experience. Once nominated, the candidate for Judge Advisor must be approved by the Lead Judge Advisory panel and the Director of the FIRST Robotics Competition. Prior to becoming a Judge Advisor, the candidate must attend Judge Advisor training session held in January and conducted by the Lead Judge Advisory panel. Existing Judge Advisors are expected to attend this training session at least once every two years in order to remain as qualified Judge Advisors. All Judge Advisors are recruited and assigned by FIRST Headquarters.

LEAD ROBOT INSPECTOR (Certified, Key Volunteer Position)

The Lead Robot Inspector position requires certification through FIRST HQ. The Lead Robot Inspector will oversee and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot construction rules. The Lead Robot Inspector is also responsible for training, supervising, and directing the Robot Inspectors and making final decisions regarding inspection decision disputes. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position.**

LEAD SAFETY ADVISOR (Key Volunteer Position)

Underwriters Laboratories will provide a Lead Safety Advisor for each regional event. This individual will lead a team of Safety Advisors (assigned by the Volunteer Coordinator) to increase the awareness of safety among all FIRST participants. This individual will work with teams to ensure they



understand, comply with, and practice the fundamentals of safety to ensure the safety of all event participants. The Lead Safety Advisor will be responsible to provide training of the Safety Advisors in team coaching, mentoring and evaluation during the competition from Thursday to Saturday. The Safety Advisors will also select one team to win the Industrial Safety Award at the conclusion of the event. **Conflict of Interest form required for this position.**

LEAD SAFETY GLASS ADVISOR (Key Volunteer Position)

The Lead Safety Glass Advisor oversees volunteers that are handing out safety glasses during the event in the pit area. The Lead Safety Glass advisor will maintain adequate supply of safety glasses and volunteers at the safety glasses locations and alert Volunteer Registration room when more volunteers are needed. **FIRST Headquarters will provide pre-event training for this position.**

LEAD TEAM QUEUR (Key Volunteer Position)

The Lead Team Queur will be responsible for robot traffic between the Pit and the playing field. This individual will train Team Queuing volunteers, stage and position teams in preparation for the start of matches. This position plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position.**

MACHINE SHOP ASSISTANT

This position will assist the Machine Shop staff in the processing of paperwork for each work request. This position will ensure that requests are processed in the order of receipt and that the necessary paperwork is received and filed appropriately.

MACHINE SHOP SHUTTLE DRIVER

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

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. Vehicle insurance is necessary and required for all drivers. The Regional Planning Committee is responsible for providing a utility van or a passenger van with a removable back seat.

MACHINE SHOP STAFF

Please see your Regional Director regarding the staffing of these positions.

MASTER OF CEREMONIES (Key Volunteer Position)

One of the most critical volunteer positions at a regional event, the Master of Ceremonies (a.k.a. MC or Emcee) is the primary individual responsible for setting the tone of the competition. The Emcee creates and sustains an exciting and fun atmosphere throughout the event. The Emcee is the most visible presence at the event; he or she embodies the spirit of FIRST and is the consummate *FIRST* ambassador. The Master of Ceremonies works with the Game Announcer as a team to ensure a well-organized and thrilling event. Together they play a critical role in ensuring the smooth flow of match play, and maintaining the pace of the event. This is a Key Volunteer Position that will significantly impact the quality of the competition. **FIRST Headquarters will provide pre-event training for this position.**

OFFICIAL SCORER

Official Scorers observe team matches, tally the official score of the matches using electronic input devices, validate final scores and participate in ensuring correct field setup between matches. Official Scorers will play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Work under the direction of the Head Referee. **Conflict of Interest form required for this position.**



PIT ADMINISTRATION SUPERVISOR (Key Volunteer Position)

The Pit Administration Supervisor is responsible for setting up the Pit area, training the volunteers, and managing all activities in the Pit including coordination of Pit Administration Table, team interface, and collaborating with Emergency Medical Technicians. **FIRST Headquarters will provide pre-event training for this position.**

PIT ADMINISTRATION SUPPORT

These volunteers assist the Pit Administration Supervisor and will provide direction, assistance, information, and support to teams in the Pit.

PIT ANNOUNCER

The Pit Announcer's primary duty is to call teams to the queuing area, and make general announcements via use of the public address system. The Pit Announcer works in collaboration with the Team Queuing volunteers to facilitate adherence to team match schedule

PRACTICE FIELD ATTENDANT

The Practice Field Attendants would be required to remain in the area of the practice field. Their primary responsibility is to schedule & maintain the list of team practice times and monitor the condition of the practice field. They would report any problems or needed repairs to the Field Supervisor

RCA RUNNER (Optional)

The Regional Chairman Award (RCA) Runner works with the Judge Advisor or the Judge Assistant on the Friday of the event. Generally will sit at the door to the RCA interview room to check in the teams as they arrive for their interviews. Prevents interruptions to the RCA Judges and provides support should they need anything. Acts as point of communication to the Judge Assistant or Judge Advisor in the Judge room. This position is optional and at the request of the Judge Advisor.

REFEREE (Certified position)

Referees observe team matches, identify rule violations, and "call" them. Referees calculate the official score of the matches and participate in deliberations regarding contested calls. Referees work under the direction of the Head Referee. This is a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **Referees must complete pre-event training and certification. Conflict of Interest form required for this position**

REGISTRATION SYSTEM ATTENDANT

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

REGISTRATION SYSTEM SUPERVISOR (Key Volunteer Position)

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

REPLACEMENT PARTS ATTENDANT

This volunteer team will consist of a minimum of two individuals who will be responsible for managing distribution of spare kit of parts materials to teams and loaning Innovation FIRST control system parts. FIRST alumni are highly recommended as volunteer sources to fill this position as they have prior knowledge of parts allowed and provided. Instructions are packed in the spare parts crate for handling this position.



ROBOT INSPECTOR (Certified position)

Robot Inspectors perform mandatory robot inspections and weigh-ins to ensure compliance with robot construction rules. The Robot Inspectors determine inspection outcome decisions (pass/fail), may also perform random inspections, and work under the direction of the Lead Robot Inspector. The Lead Robot Inspector at will provide training to the Inspectors at the Volunteer Dinner Meeting. **Robot Inspectors must complete pre-event training and certification. Conflict of Interest form required for this position.**

SAFETY ADVISOR

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

SCHOLARSHIP ATTENDANT

The Scholarship Attendant will be in charge of locating and setting up the designated scholarship table using materials supplied in the Scholarship Program Table Supplies box. Visit with teams/mentors in the pit area to inform them of the scholarship table and its location.

SCOREKEEPER/FIELD POWER CONTROLLERS (Key Volunteer Position)

The Scorekeeper/Field Power Controllers manage and operates the scoring and field control systems, input scores into the system from the Head Referee, print reports as needed and upload data onto the *FIRST* website as required. These individuals play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

TEAM QUEUING

Team Queuing volunteers are responsible for managing team traffic to and from the playing field. Team Queuers will stage and position teams in preparation for the start of matches. Team Queuers play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Training will be provided by the Lead Team Queuer during the Volunteer Dinner Meeting

TEAM SOCIAL ATTENDANTS

Team Social Attendants will attend the team social and oversee the event to ensure a safe, secure, and enjoyable event environment for attendees. Team Social Attendants will report to the Team Social Coordinator and remain at the Team Social until all teams have departed.

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.*

The VIP/Media Registration and Information Table Attendant will assist the VIP Reception Coordinator and Media/PR Coordinator with VIP/Media Registration and Information Table operations. This individual will assist to facilitate a positive VIP and media experience at the event.

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT

The Volunteer Registration and Information Table Attendant will manage all activities at the Volunteer Information and Registration Table, and provide direction, assistance and information to event volunteers and attendees. The Volunteer Registration and Information Table Attendant works under the direction of the Volunteer Coordinator.



WEBSITE EVALUATOR

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

Prior to competition, review and score websites that are designed, built, and managed by students participating on *FIRST* teams. The exact number reviewed will vary depending on the number of teams for a particular regional competition. Evaluations are accomplished via an on-line system. **Website Evaluators are asked to abstain from evaluating any FRC teams they are affiliated with (past or present relationship).**

WEBSITE EVALUATOR ADVISOR

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

The Lead Website Evaluator oversees the group of Website Evaluators that have volunteered for their regional. They will ensure that reviewing is taking place in a timely fashion and that all websites have been evaluated. The Lead Website Evaluator also acts as a Website Evaluator.

Website Evaluator Advisors must abstain from evaluating any FRC team with which they have a past or present relationship.