

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