

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
<i>* Volunteers should arrive onsite 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; position training conducted
Friday and *Saturday 12pm-5pm	<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