

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

**REPORTING RELATIONSHIPS AND SUPERVISION**

- Judge Advisor provides direct supervision
- Oversight by Volunteer Coordinator