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*** ** Shift times may vary by regional event*	
Wednesday 12-8pm Evening	• Supervise and assist with Pit Administration Table set-up • Attend Volunteer Meeting; conduct volunteer training

Thursday
7am-8pm
Friday
7am-6pm
Saturday
7am–5pm
	• Attend Breakfast Meeting conducted by Event Manager
	• Prior to start of shift:
	  • Check in at Volunteer Registration/Information Table
	  • Perform duties

Saturday **5pm -Completion**	• Break down Pit Administration Station and pack Pit travel crates • Monitor team load out

REPORTING RELATIONSHIPS AND SUPERVISION
- Oversight by Volunteer Coordinator