

FIRST Robotics Competition — Volunteer Position Description

SPARE PARTS ATTENDANT

POSITION SUMMARY

Manage distribution of spare kit of parts materials to teams and loaning Innovation First control system parts.

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 organizational skills
- Interesting responsibilities
- Ability to work and interact with team students and mentors
- Opportunity to utilize FIRST team experience and/or familiarity with robotics/mechanics
- Opportunity to work in an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Set up spare parts table
- Track parts exchanged and loaned
- Keep parts catalog log, and ensure teams complete required paperwork
- Enforce exchange/loaner requirements, restrictions, and paperwork
- Assist with break down of spare parts table and packs parts

EXPERIENCE AND SKILLS NEEDED

- FIRST experience preferred; must have knowledge of kit of parts
- Strong interpersonal/communication skills
- Strong organizational skills
- Self-directed individual
- Ability to sit for long periods of time
- Ability to work as a member of a team

TRAINING

FIRST Technical Advisor and/or Pit Administration Supervisor conduct training at the Volunteer Meeting, and provides guidance during the competition.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum one full day, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i> <i>* Shift times may vary by regional event</i>	
Wednesday Evening	• Attend Volunteer Meeting; position training conducted
Thursday 8am-8pm Friday 8am-6pm *Saturday 8am-5pm	• Prior to start of shift: <ul style="list-style-type: none">• Check in at Volunteer Registration/Information Table• Report to Spare Parts table • Perform duties • Assist with breakdown of spare parts table and repacking of crate

REPORTING RELATIONSHIPS AND SUPERVISION

- Pit Administration Supervisor provides direct supervision
- Oversight by Volunteer Coordinator