

## FIRST Robotics Competition — Volunteer Position Description

### TEAM QUEUING

#### POSITION SUMMARY

Responsible for managing team traffic to and from the playing field. Stage and position teams in preparation for the start of matches. Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

#### BENEFITS OF THE POSITION

- Make a difference in the lives of youth by creating a fun, meaningful, and inspirational experience for team members
- Significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop organizational and interpersonal skills
- Ability to work and interact with teams and volunteers
- Ability to contribute to the success of the competition by maintaining match pace
- Access to field; some opportunity to observe matches
- Physically active role, not sedentary
- Opportunity to work in an exciting, fun, highly-charged environment

#### ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Stage and position teams for matches
- Restrict access to field for unauthorized individuals
- 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 the Pit Announcer regarding team competition schedule and timing, working with match schedule.
- Maintain an uninterrupted flow of teams to the playing field
- Direct teams to driver stations, and facilitate team departure from field

#### EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Ability to “take charge”; be assertive, but tactful
- Basic knowledge of the game and match process
- Strong leadership, interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Self-directed individual
- Ability to stand for long periods of time

#### TRAINING

Pit Administration Supervisor, working with the Event Assistant, conduct training at the Volunteer Meeting and provide guidances during the competition

#### TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

**Commitment:** Minimum two days, 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>	
<b>Wednesday</b> Evening	• Attend Volunteer Meeting; position training conducted
<b>Thursday &amp; Friday</b> 8am-6pm <b>*Saturday</b> 8am-5pm	• Prior to start of shift: <ul style="list-style-type: none"><li>• Check in at Volunteer Registration/Information Table</li><li>• Report to Lead Team Queuer</li></ul> • Perform duties

**REPORTING RELATIONSHIPS AND SUPERVISION**

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