

VIP/MEDIA REGISTRATION AND INFORMATION TABLE ATTENDANT

**There may be separate volunteer positions and tables for VIP and media; to be determined by Regional Planning Committee. Responsibilities of each position would be similar.*

POSITION SUMMARY

Assist the VIP Reception Coordinator and Media/PR Coordinator with VIP/Media Registration and Information Table operations. Facilitate positive VIP and media experience at 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
- High visibility role
- Opportunity to utilize and further develop interpersonal, communication and organizational skills
- Opportunity to interact with VIPs, media representatives, and FIRST staff
- Interesting work environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Assist with table set up, and break down after the event
- Obtain one two-way radio and headset from event management office, sign it out; return it to office at end of day, sign it in
- Greet and register VIPs and media representatives upon arrival
- Connect media with Media Coordinator or other staff designated as media host(s)
- Distribute name badges, press kits, event schedules, maps and other competition-related materials
- Provide information about FIRST and directions to various facility locations, and answer questions

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required, but helpful
- Should have VIP hosting or PR experience
- General knowledge of facility and event layout
- Outgoing personality
- Strong interpersonal/communication skills
- Self-directed individual
- Ability to move about the facility
- Ability to sit for long periods of time

TRAINING

Guidance provided by Media/PR Coordinator and/or VIP Reception Coordinator at event.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days and Wednesday Dinner Meeting (optional)

DAY/SHIFT	ACTIVITIES
<p>* Volunteers should arrive on site 30-45 minutes prior to start of shift * Shift times may vary by regional event</p>	
<p>Wednesday Evening</p>	<ul style="list-style-type: none"> • Attend Volunteer Meeting; position training conducted (optional)
<p>Thursday As needed Friday 8am-6pm *Saturday 8am-5pm</p>	<ul style="list-style-type: none"> • Prior to start of shift: <ul style="list-style-type: none"> • Check in at Volunteer Registration/Information Table • Report to VIP Reception Coordinator and/or PR/Media Coordinator • Perform duties • Assist with break down of VIP/Media table(s) and materials

REPORTING RELATIONSHIPS AND SUPERVISION

- PR/Media Coordinator and/or VIP Reception Coordinator provides direct supervision
- Oversight by Volunteer Coordinator