

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT

POSITION SUMMARY

Manage all activities at the Volunteer Information and Registration Table. Provide direction, assistance and information to event volunteers and attendees.

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, communication and interpersonal skills
- Interesting and varied responsibilities
- Ability to work and interact with volunteers, contracted and FIRST staff
- Opportunity to work an exciting, fun, highly-charged environment

ACTIVITIES AND RESPONSIBILITIES

- Demonstrate Gracious Professionalism
- Attend Volunteer Meeting; participate in training
- Assist with table set up and break down
- 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
- Keep two-way radio at volunteer desk to communicate with Volunteer Coordinator
- Greet and check in volunteers as they arrive at the Volunteer Meeting and the competition mornings; ensure all paperwork is completed and collected
- Monitor and enforce volunteer minimum age requirement
- Identify unfilled volunteer positions and notify Volunteer Coordinator; assign/reassign volunteers as needed
- Distribute name badges, volunteer t-shirts and Volunteer Recognition Pins
- Provide information and direction to volunteers and guests

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Ability to “take charge”; be assertive, but tactful
- General knowledge of facility and event layout
- Strong interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Strong organizational skills
- Attention to detail
- Self-directed individual
- Ability to sit for long periods of time

TRAINING

Volunteer Coordinator trains the volunteers the afternoon of the Volunteer Meeting, prior to start of meeting.

TIME COMMITMENT AND SCHEDULE OF ACTIVITIES

Commitment: Minimum two days, and Wednesday Dinner Meeting (orientation and training)

DAY/SHIFT	ACTIVITIES
<p><i>* Volunteers should arrive on site 30-45 minutes prior to start of shift</i></p> <p><i>* Shift times may vary by regional event</i></p>	
<p>Wednesday 4pm-8pm</p>	<ul style="list-style-type: none"> • Assist with table set up, prepare for Volunteer Meeting; check in volunteers • Attend Volunteer Meeting
<p>Thursday, Friday & *Saturday 7:30am-5pm</p>	<ul style="list-style-type: none"> • Report to Volunteer Coordinator • Perform duties • Assist with break down of registration/information tables

REPORTING RELATIONSHIPS AND SUPERVISION

- Volunteer Coordinator provides direct supervision
- Oversight provided by Regional Planning Committee Chairperson