

# ASSIGN AS NEEDED

## POSITION SUMMARY

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This is a position for someone who is very flexible, and is willing to show up at the event ready to take on any volunteer assignment. You may be asked to fill in for last minute cancellations; and/or breaks for other volunteers in their job/assignment. It is a great assignment for someone who is new to *FIRST* and does not know what they would like to do, someone who is a non-participating person traveling with a team, or a walk-in, who will be paired up with an experienced volunteer. You report to the Volunteer Registration Room for appropriate positions, you will be assigned as they come up throughout the event.

## FIRST VOLUNTEERS

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- Demonstrate Gracious Professionalism
- Contribute to creating an exciting, fun, highly-charged environment
- Make a difference in the lives of youths by creating a meaningful, inspirational and educational experience for team members
- Participate in required training, and attend Volunteer Orientation Meeting
- Check-in daily at the Volunteer Registration/Information Table prior to start of shift
- Receive a Volunteer shirt and badge to be worn while participating in an event

## POSITION OVERVIEW

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- Floater position, special projects, perform whatever duties are needed

## RESPONSIBILITIES

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- Activities may include: crowd control, administrative, and non-technical pit assignments, that may require light lifting -(not too strenuous).
- Obtain and wear a two-way radio and headset, sign it in and out at the event management office
- Report back to Volunteer Registration Room each time assignment is done for new assignment

## EXPERIENCE AND SKILLS NEEDED

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- *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 pick up tasks quickly
- Ability to stand for long periods; walk the length of the facility; and lift up to 25 lbs.

## TIME COMMITMENT

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**Commitment:** Minimum one day + Training  
**Approximate times:** Wednesday ..... 6:00 P.M.- 8 P.M. Mandatory Volunteer Orientation Training  
Thursday ..... 8:00 A.M.- 8 P.M.  
Friday..... 8:00 A.M.- 5 P.M.  
Saturday..... 8:00 A.M.- Completion

*NOTE: Volunteers should arrive on site 30-45 minutes prior to start of shift to have meals, if desired*

## TRAINING

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Wednesday Volunteer Orientation Dinner and Training, all other training will be on the job.

## REPORTING RELATIONSHIPS AND SUPERVISION

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Direct supervision: Volunteer Registration Room Volunteer Coordinator or Lead on job  
Oversight by: *FIRST* Volunteer Resources Department Staff