

AUTODESK ATTENDANT

POSITION SUMMARY

AutoDesk Attendant is responsible for monitoring the team viewing, voting and collecting ballots from the teams for the AutoDesk Visualization Award (AVA). Each team who submitted an animation to that particular regional will be allowed one student member from their animation team to judge the animations. A scoring sheet will be provided to each voting team member, once they have viewed and scored the animations they will give the score sheet to the volunteer. The volunteer must check to ensure the team number of the voting team is listed on the sheet, and that the team did not vote for themselves.

FIRST VOLUNTEERS

- 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

- Ensure peer judging takes place in a fair and professional way

RESPONSIBILITIES

- Collect ballots in AutoDesk area in the Pit
- Check score sheets when submitted to ensure teams are voting properly
- Assist with laptop use if needed

EXPERIENCE AND SKILLS NEEDED

- *FIRST* experience not required
- Work well with student team members
- Work well in a fast-paced environment

TIME COMMITMENT

Commitment: Minimum one day + Training

Approximate times: Wednesday..... 6:00 P.M.- 8 P.M. Mandatory Volunteer Orientation Training
Thursday 9:00 A.M.- 2 P.M.

NOTE: Volunteers should arrive on site approx 30 minutes prior to start of shift if meals are desired

TRAINING

Wednesday Volunteer Orientation Dinner and Training, on the job training by AutoDesk Representative (if present)

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: AutoDesk Representative
On-site guidance: Volunteer Coordinator