

JUDGE ASSISTANT

POSITION SUMMARY

Assists Judge Advisor throughout the event, collaborates with event management staff to ensure meeting competition schedule, and is responsible for motivating and energizing the judge panel throughout the competition. The Judge Assistant is not a judge or an assistant Judge Advisor and does not interview teams, or participate in awards recipient selection process.

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 offered by *FIRST*, 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

- Ability to interact with Judges and event management staff
- Networking opportunities
- Judge Assistant shirt provided

RESPONSIBILITIES

- Ensure correct room setup for Judge orientation and dinner meeting; keep room organized and clean
- Assist Judge Advisor to keep judge panel on schedule; perform other duties as assigned by Judge Advisor
- Provide clerical assistance, i.e., types awards scripts on laptop
- Organize and ensure all materials and supplies needed are available, and correctly placed on tables
- Obtain and wear a two-way radio and headset, sign it in and out at the event management office; keep apprised of competition schedule; inform Judge Advisor and Judge Panel of schedule changes
- Ensure all Judges sign a Volunteer Conflict of Interest and Disclosure Form prior to start of event
- Ensure all Judges sign a Consent, Release, Hold Harmless form prior to start of event
- Breakdown Judge Room at the end of competition, repack *FIRST* materials, return Regional Committee materials to Volunteer Coordinator

EXPERIENCE AND SKILLS NEEDED

- Outgoing personality; high energy
- Strong interpersonal/communication skills
- Strong writing skills
- Basic computer skills
- Strong organizational skills
- Ability to move about the facility

TIME COMMITMENT

Commitment: Thursday afternoon, Friday, Saturday.
Judge Advisor will advise Coordinator of start time

Approximate times: Thursday 12:00 P.M.-5:00 P.M., 6:00 P.M.- 8:00 P.M.
Friday 7:30 A.M.- 5:00 P.M.
Saturday 7:30 A.M.- Completion

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

TRAINING

Judge Assistant is provided with a checklist of responsibilities prior to, or at the event. Judge Advisor provides guidance during the event.

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Judge Advisor
On-site guidance: Event Manager