

LEAD SAFETY GLASSES ADVISOR

POSITION SUMMARY

Oversee volunteers that are handing out safety glasses during the event in the pit area. Maintain adequate supply of safety glasses and volunteers at the safety glasses locations, alert Volunteer Registration room when more volunteers are needed, schedule lunch and bathroom breaks for volunteers at safety glasses stations.

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

- Maintain a standard of safety in the pit area.
- Oversee other volunteers

RESPONSIBILITIES

- Coordinate with Vendor/Supplier to set up safety glasses tables for distribution
- Stock and replenish safety glasses at tables at the entrances to the pit area
- Maintain staffing schedule for volunteers at the safety glasses tables
- Make sure volunteers have meals/breaks

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Strong interpersonal and communication skills
- Ability to oversee and manage others
- Ability to collaborate with others, work as a member of a team
- Attention to detail

TIME COMMITMENT

Commitment: Minimum one day + Training

Approximate times: Wednesday.....6:00 P.M.- 8 P.M. Mandatory Volunteer Orientation Training
Thursday8:00 A.M.- 8 P.M.
Friday8:00 A.M.- 5 P.M.
Saturday8:00 A.M.- Completion

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

TRAINING

Volunteer Orientation Dinner and Training

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Pit Volunteer Coordinator
On-site support: Volunteer Registration Room Volunteer Coordinator