

Registration System Supervisor

POSITION SUMMARY – *Key Volunteer Position*

Ensure the successful implementation of the Event Volunteer Registration System. Train, supervise, and direct the Registration System Assistants to ensure accurate data entry into the System. Ensure that data files are downloaded before the start of the event and uploaded to the server at the completion of the event.

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

- Leadership position, significant level of responsibility
- Opportunity to utilize and further develop leadership and assessment skills
- Networking opportunities

RESPONSIBILITIES

- Coordinate with the Scorekeeper to temporarily connect to the internet at the scoring table
- Download current data file on setup day via the internet connection at the scoring table
- Have system set up before volunteers start arriving for orientation on Wednesday night
- Upload data files at the completion of Volunteer Registration on Saturday
- Secure equipment at the end of each day
- Ensure that all Volunteers register in the system prior to commencing duties
- Ensure that all Volunteers check in daily before commencing duties (typically before breakfast)
- Work through any issues with the system
- Supervise, direct and act as a resource for Registration System Assistants
- Break down, inventory and pack equipment for transport at the completion of the event

EXPERIENCE AND SKILLS NEEDED

- IT background preferred
- Knowledge of data systems
- Ability to “take charge”
- Strong interpersonal, communication, and leadership skills
- Ability to collaborate with others
- Self-directed individual
- Ability to move from the Volunteer Registration Area to the Scoring Area
- Strong assessment skills
- Ability to work as a member of a team

TIME COMMITMENT

Commitment: Pre-event training + minimum Wednesday through Saturday at event

Approximate times: Wednesday.. 12:00 P.M.- 7 P.M.

Thursday 7:30 A.M.- 5 P.M.

Friday 7:30 A.M.- 5 P.M.

Saturday 7:30 A.M.- Until data is uploaded after volunteers are checked in

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

TRAINING

Provided by *FIRST* headquarters prior to start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support.

REPORTING RELATIONSHIPS AND SUPERVISION

Reports to the Volunteer Coordinator of the event