

SCHOLARSHIP ATTENDANT

POSITION SUMMARY

The Scholarship Attendant will be in charge of promoting the *FIRST* Scholarship Program to students, parents, mentors and others attending an FRC regional event. The Scholarship Attendant will be charge of locating and setting up the designated scholarship table using materials supplied in the Scholarship Program Table Supplies box. Visit with teams/mentors in the pit area to inform them of the scholarship table and its location.

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

- Locate the scholarship table set aside by Show Ready Events
- Unpack the FIRST Scholarship Program Table Supply box and setup display
- Put up Scholarship Program Posters in various locations at the venue
- Visit with teams, parents and mentors in the Pit area
- Monitor the scholarship table
- Breakdown and pack up scholarship table at the end of the event

EXPERIENCE AND SKILLS NEEDED

- *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 stand for long periods; walk the length of the facility

TIME COMMITMENT

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

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

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Volunteer Coordinator
Oversight by: **FIRST** Volunteer Resources Department Staff