

# VOLUNTEER LOUNGE MONITOR

## POSITION SUMMARY

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This is a crowd control position. This position requires that you sit by the entrance of the Volunteer Lounge to check for proper authorization to pass through the area. Use counter to get an accurate number of volunteers that eat in the facility. Must be a take-charge person with strong interpersonal skills.

## FIRST VOLUNTEERS

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- 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

## POSITION OVERVIEW

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- Check for proper authorization to pass through the Volunteer Lounge area and record an accurate number of volunteers that eat.

## RESPONSIBILITIES

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- Sit/Stand by Volunteer Lounge, monitor who passes through
- Check for proper authorization, volunteers wear a *FIRST* "Crew" shirt and volunteer name badge identifying their volunteer status

## EXPERIENCE AND SKILLS NEEDED

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- Ability to "take charge"; be assertive
- Ability to sit or stand for long periods of time (a chair is supplied)
- Ability to work and interact with volunteers, team members, contracted and *FIRST* staff
- *FIRST* experience not required
- General knowledge of facility and event layout
- Outgoing personality; high energy, gregarious; sense of humor

## TIME COMMITMENT

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**Commitment:** Minimum 2 hour shift, and Volunteer Orientation Meeting  
**Approximate times:** Wednesday.....6:00 P.M.- 8 P.M. Volunteer Orientation Meeting  
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 approx 30 minutes prior to start of shift if meals are desired

## TRAINING

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Wednesday Volunteer Orientation Dinner and Training

## REPORTING RELATIONSHIPS AND SUPERVISION

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Direct supervision: Volunteer Coordinator

On-site guidance: *FIRST* Volunteer Resources Department Staff