

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT

POSITION SUMMARY

Manage check-in activities at the Volunteer Registration Table. Provide direction, assistance and information to event volunteers and attendees. *FIRST* experience not required. Good position for early birds and volunteers traveling with, but not participating on a team.

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

- Significant level of responsibility – utilize *FIRST* data base for Volunteer Registration
- High visibility role because you interact with almost all volunteers, contracted staff and *FIRST* staff
- This job offers flexibility to watch some matches when registration slows down in the afternoon

RESPONSIBILITIES

- Assist with table set up and break down
- Utilize a two-way radio and headset, sign it in/out at the event management office for all communications regarding volunteer placement needs, communicate with Volunteer Coordinators
- Greet and check in volunteers as they arrive at the competition
- Ensure all paperwork is completed and collected
- Monitor and enforce volunteer minimum age requirement
- Distribute name badges, volunteer t-shirts and Volunteer Recognition Pins
- Provide information and direction to volunteers and guests

REQUIRED SKILLS

- Self-directed individual
- Ability to “take charge”
- Strong organizational skills and attention to detail
- Good communication and interpersonal skills, be assertive but tactful
- Ability to collaborate with others, work as a member of a team
- General knowledge of facility and event layout
- Ability to sit for long periods of time

TIME COMMITMENT

Commitment: Minimum two days+ Training

Approximate times: Wednesday 4:00 P.M.- 8 P.M. Mandatory Volunteer Orientation Training
Thursday 7:00 A.M.- 8 P.M.
Friday 6:30 A.M.- 5 P.M.
Saturday 7:00 A.M.- 3 P.M.

TRAINING

The Volunteer Coordinator provides training prior to start of the Wednesday Volunteer Orientation Dinner and Training.

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Volunteer Coordinator in Volunteer Registration Room
On-Site guidance: *FIRST* Volunteer Resources Department Staff