

AMBASSADOR COORDINATOR

POSITION SUMMARY

Assist the Regional Director in facilitating the Ambassador Program. Collaborate with event management staff to ensure fulfillment of meeting needs.

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

- Opportunity to cultivate support for FIRST programs
- Interesting and varied responsibilities
- High profile role, visual presence
- Networking opportunities

RESPONSIBILITIES

- Participate in training opportunities
- Prepare meeting area for Ambassadors; keep room organized and clean
- Organize and ensure all materials and supplies needed are available, and correctly placed on tables
- Welcome Ambassadors and facilitate a “meet and greet” between the Ambassadors
- Explain program and distribute materials
- Send Ambassadors on tour of Pits with team members
- Facilitate a “lessons learned” when they return to the Ambassador area.
- Obtain and wear a two-way radio and headset, sign it in and out at the event management office
- Ensure all contact information for Ambassadors is obtained
- Breakdown and pack Ambassador area at the end of event

EXPERIENCE AND SKILLS NEEDED

- Outgoing personality; high energy
- Strong interpersonal/communication skills
- Strong organizational skills
- Ability to move about the facility

TIME COMMITMENT

Commitment: Minimum two days + Training

Approximate times: Wednesday.... 6:00 P.M.- 8 P.M. Mandatory Volunteer Orientation Training
Friday 12:00 A.M.- 5 P.M.
Saturday 7:30 A.M.- Completion

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

TRAINING

FIRST will train Ambassador Coordinators.

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision and On-site guidance: Regional Director