

AWARDS ASSISTANT

POSITION SUMMARY

Assist the Event Manager and Event Assistant with preparation and presentation of competition awards, trophies, and medallions to teams at the closing ceremony on Saturday. The volunteers should plan for a minimum of three hours before the ceremonies to begin this process. FIRST experience not required.

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

- Behind the scenes involvement with the awards ceremony
- Opportunity to contribute to the success of the ceremonies

RESPONSIBILITIES

- Work with the Event Manager and Event Assistant to ensure correct distribution of awards
- Unpack, clean, and mark team awards, trophies, and medallions
- Set up awards tables and medallion stanchions; organize items in the order they will be presented
- Ensure the Bronze Medallions are available in the Pit Area for distribution on Saturday
- Assist presenters with distribution of awards to teams
- Break down awards tables and stanchions at end of ceremony, pack up remaining awards

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Self-directed individual
- Strong organizational skills
- Strong communication skills

TIME COMMITMENT

Commitment: Minimum one half day + Training

Approximate times: Wednesday.....6:00 P.M.- 8 P.M. Mandatory Volunteer Orientation Training
Friday12pm-5pm
Saturday12pm-5pm

Note: *Saturday Volunteers should arrive onsite 30-45 minutes prior to start of shift*

Note: *Shift times may vary by regional event*

TRAINING

Wednesday Volunteer Orientation Dinner and Training

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Event Manager and/or Event Assistant