

MACHINE SHOP ATTENDANT

POSITION SUMMARY

Process work orders for the Machine Shop Staff. Work in a fast-paced environment with students, mentors and staff. General knowledge of robotics and parts a plus.

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

- Work with Students, Mentors, Machine Shop Staff and Volunteer Coordinators
- Opportunity to see robots up close

RESPONSIBILITIES

- Process work orders in a timely manner
- Maintain an organized area

EXPERIENCE AND SKILLS NEEDED

- Must be able to work in a fast paced environment
- Ability to maintain calm
- General knowledge of parts
- FIRST experience not required, but a plus
- Strong interpersonal and communication skills

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 approx 30 minutes prior to start of shift if meals are desired

TRAINING

Volunteer Orientation Dinner and Training

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Machine Shop Staff
On-site guidance: Pit Volunteer Coordinator