

# MACHINE SHOP SHUTTLE DRIVER

## POSITION SUMMARY

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Transport team members from venue site to Machine Shop and back to venue site. Transportation by Machine Shop Shuttle is restricted to/from Machine Shop. Communicates with the Pit Administration Supervisor regarding transport requests and status of transport location.

*NOTE: Not all events require this position. Need for shuttle/shuttle drivers to be determined by location of machine shop in proximity to event.*

## 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 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

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- Ability to interact with team members and team mentors
- Provide valuable assistance to teams resulting in robot enhancement
- Not a stationary position, requires activity
- Significant level of responsibility
- Work with a variety of people

## RESPONSIBILITIES

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- Transport team members from venue site to Machine Shop, from Machine Shop to venue site
- Daily responsibility to sign in/out a two-way radio and headset from event management
- Wear a two-way radio and headset to be in constant communication with the Pit Administration Supervisor to respond to transport requests
- Driver is stationed in the Pit
- Verify proper insurance coverage, registration and other documents of transport vehicle being used
- Ensure an adult accompanies students while in the machine shop

*NOTE: It is the responsibility of the team to load and unload the robot on/off the van*

## EXPERIENCE AND SKILLS NEEDED

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- Ability to move about the facility
- Ability to sit for long periods of time
- Ability to work and interact with volunteers, team members, contracted and FIRST staff
- FIRST experience not required
- Self-directed individual
- Strong interpersonal and communication skills
- Ability to drive a van

## TIME COMMITMENT

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**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

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Pit Administration Supervisor conducts training at the Volunteer Orientation Dinner and Training, and provides guidance during the competition

## REPORTING RELATIONSHIPS AND SUPERVISION

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Direct supervision: Pit Administration Supervisor  
On-site guidance: Volunteer Coordinator