

# PIT ADMINISTRATION SUPERVISOR

## **POSITION SUMMARY - *Key Volunteer Position***

---

Manages all activities in the Pit and Pit area operations including coordination of Pit Administration Table, team interface, and collaborates with Emergency Medical Technicians.

## **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**

---

- Leadership position; significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop organizational and interpersonal skills
- Interesting and varied responsibilities
- Ability to work and interact with team members and mentors, volunteers and event staff
- Physically active role, not sedentary

## **RESPONSIBILITIES**

---

- Participate in training offered by FIRST headquarters
- Attend Volunteer Meeting and conducts training for Pit Administration Support, Spare Parts Attendant, Machine Shop Shuttle Driver, Pit Announcer, and Team Queuing volunteers
- Attend daily Breakfast Meeting conducted by Event Manager
- Set up the Pit Administration Table and direct completion of team registration packet assembly prior to start of event
- Prohibit teams and guests from entering Pit prior to scheduled opening time; facilitate on-time departure of teams after Pit closes
- Ensure teams complete and submit required forms
- Supervise Pit Administration volunteers, including the Pit Announcer
- Supervise team registration process
- Answer questions from teams and visitors in the Pit area
- Oversee the distribution of the bronze medallions to specified teams
- Primary interface with the Emergency Medical Technicians (EMTs); collaborate with EMTs on preparing Incident Reports as required
- Return Chairman's Award Feedback to competing teams (Saturday afternoon)
- Obtain, sign in/sign out daily, a two-way radio and headset from event management office
- Wear two-day radio; communicate with event management staff, machine shop drivers and EMTs
- Supervise Pit Station break down process/repacking of Pit Travel crates during the final award ceremony
- Monitor team load out

## **EXPERIENCE AND SKILLS NEEDED**

---

- 1-2 years experience as a FIRST Pit volunteer preferred
- Ability to "take charge"; be assertive, but tactful
- General knowledge of facility and event layout
- Strong interpersonal/communication skills
- Strong organizational skills
- Self-directed individual
- Ability to move about the facility
- Ability to stand for long periods of time
- Ability to work as a member of a team

**TIME COMMITMENT**

---

<b>Commitment:</b>	Minimum three days + Training	
<b>Approximate times:</b>	Wednesday.... 12:00 P.M.- 6 P.M	Supervise & Set up Pit Administration area
	Wednesday.... 6:00 P.M.- 8 P.M.	Mandatory Volunteer Orientation Training
	Thursday ..... 7:00 A.M.- 8 P.M.	Attend Event Manager Breakfast Meeting
	Friday ..... 7:00 A.M.- 5 P.M.	Attend Event Manager Breakfast Meeting
	Saturday ..... 7:00 A.M.-Completion	Attend Event Manager Breakfast Meeting
		Monitor Team Load Out

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

**TRAINING**

---

Provided by FIRST headquarters prior to start of competition season, may include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support; FIRST Headquarters is available by phone to provide guidance during the competition.

**REPORTING RELATIONSHIPS AND SUPERVISION**

---

On-site oversight: Volunteer Coordinator