

REPLACEMENT PARTS ATTENDANT

POSITION SUMMARY

Manage distribution of spare kit of parts materials to teams and loaning control system parts.

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

- Strong organizational skills required
- Ability to work and interact with team students and mentors
- Familiarity with robotics/mechanics helpful

RESPONSIBILITIES

- Set up and breakdown of spare parts table and parts
- Keep parts catalog log, and ensure teams complete required paperwork
- Track parts exchanged and loaned, enforce exchange/loaner requirements & restrictions

EXPERIENCE AND SKILLS NEEDED

- FIRST experience preferred; must have knowledge of kit of parts
- Strong interpersonal/communication skills
- Strong organizational skills
- Self-directed individual
- Ability to sit for long periods of time
- Ability to work as a member of a team

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

Wednesday Volunteer Orientation Dinner and Training

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Pit Administration Supervisor

On-site guidance: Volunteer Coordinator