

TEAM QUEUING

POSITION SUMMARY

Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. A Team Queuer is responsible to manage team traffic to and from the playing field; stage and position teams in preparation for the start of matches; and restrict access to field for unauthorized individuals.

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

- Significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop organizational and interpersonal skills
- Ability to work and interact with teams and volunteers
- Ability to contribute to the success of the competition by maintaining match pace
- Access to field; some opportunity to observe matches
- Physically active role, not sedentary

RESPONSIBILITIES

- Stage and position teams for matches
- Restrict access to field for unauthorized individuals
- Obtain a two-way radio and headset from event management office, sign it out; return it to office at end of day, sign it in
- Wear two-way radio and headset; communicate with the Pit Announcer regarding team competition schedule and timing, working with match schedule.
- Maintain an uninterrupted flow of teams to the playing field
- Direct teams to driver stations, and facilitate team departure from field

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required
- Ability to “take charge”; be assertive, but tactful
- Basic knowledge of the game and match process
- Strong leadership, interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Self-directed individual
- Ability to stand for long periods of time

TIME COMMITMENT

Commitment: Minimum two days + 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

Pit Administration Supervisor, working with the Event Assistant, conduct training at the Wednesday Volunteer Orientation Dinner and Training and provide guidance during the competition

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Pit Administration Supervisor and Lead Team Queuer
On-site guidance: Volunteer Coordinator