

ASSIGN AS NEEDED

POSITION SUMMARY

This is a position for someone who is very flexible, and is willing to show up at the event ready to take on any volunteer assignment. Duties may include filling in for last minute cancellations; and/or breaks for other volunteers in their job/assignment. It is a great assignment for someone who is new to *FIRST* and does not know what they would like to do, Volunteers in this position report to the Volunteer Registration Room for appropriate assignments as they come up throughout the event..

RESPONSIBILITIES

- Activities may include: crowd control, administrative, and non-technical pit assignments, that may require light lifting -(not too strenuous).
- Report back to Volunteer Registration Room each time assignment is done for new assignment

EXPERIENCE AND SKILLS NEEDED

- *FIRST* experience not required
- Ability to “take charge”; be assertive, but tactful
- General knowledge of facility and event layout
- Strong interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Strong organizational skills
- Attention to detail
- Self-directed individual
- Ability to pick up tasks quickly
- Ability to stand for long periods; walk the length of the facility; and lift up to 25 lbs.

TIME COMMITMENT

Commitment:	Minimum one day + Training
Approximate times:	Wednesday 6:00 P.M.- 8 P.M. (dependent upon Regional*)
	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 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

TRAINING

Wednesday Volunteer Orientation Dinner and Training*, all other training will be on the job.

REPORTING RELATIONSHIPS AND SUPERVISION

Direct supervision: Volunteer Registration Room Volunteer Coordinator or Lead on job
Oversight by: **FIRST** Volunteer Resources Department Staff

***Please Note: some events will not be conducting a Wednesday evening Volunteer Orientation and Training.**