



Volunteer Role Descriptions

***Not all roles are offered at every event. Check with your volunteer coordinator for more information**



Volunteer Role Descriptions

FIRST® LEGO® League Volunteer Role Descriptions

Assistant Scorekeeper.....	3
Concessions	4
Field Resetter.....	5
Field Manager.....	6
Floater	7
Head Referee*	8
Judge Advisor*	9
Judge Assistant	11
Lead Judge	12
Judges.....	13
Judging Queuer.....	14
Load-in/Load-out	15
Master of Ceremonies (MC).....	16
Photographer.....	17
Pit Administrator	18
Pit Runner.....	19
Practice Table Assistant	20
Referee	21
Registration	22
Robot Game Queuer	23
Scorekeeper.....	24
Score Runner	25
Technical staff.....	26
Timer	27
Traffic Control/Security.....	28
Volunteer Coordinator*	29
Volunteer Room Assistant.....	30

***KEY Volunteer Position requires training in advance**

Assistant Scorekeeper

Assists the Scorekeeper in entering the Robot Game scores into the computer from the referees' score sheets. Assistant helps Scorekeepers verify accuracy of entries.

Benefits of the Position:

- Provides an opportunity to observe matches
- Significant level of responsibility
- Provides an opportunity to contribute to the success of the competition flow

Required Skills and Experience:

- Basic knowledge of the competition game and rules helpful
- Ability to collaborate with others and work as a team
- Comfortable working on a computer
- Detail oriented; driven to achieve high level of accuracy

Concessions

Help staff the food and beverage area of the event, if applicable.

Benefits of the Position:

- Provides an opportunity to positively impact quality of event
- Provides an opportunity to interact with teams and youth

Required Skills and Experience:

- Ability to work as part of a team and be an effective communicator

Field Resetter

Repairs and resets the playing fields after each match. Resetter plays a critical role in ensuring smooth flow of match play and maintaining pace of the event. Supervise the teams collecting their robot and attachments to assure that Field Setup pieces are not taken inadvertently.

Benefits of the Position:

- Provides an opportunity to observe matches
- Surrounded by fast-paced action
- Provides an opportunity to contribute to the success of the competition flow

Required Skills and Experience:

- Knowledge of the competition game, field setup, and rules helpful
- Ability to work as part of a team
- Physically active role; ability to stand for long periods of time and move quickly about the field
- *FIRST* and FLL experience helpful

Field Manager

Keeps teams flowing to each area throughout the day and on schedule. From the competition floor, the Field Manager keeps in contact with the Pit, queuers, and judging areas. Keep abreast of scheduling, audio and visual, scoring, and work with the MC. Coordinates several sets of volunteers, which may include field attendants, scorekeepers, score runners, and MC.

Benefits of the Position:

- Provides an opportunity to observe matches
- Surrounded by fast-paced action
- Critical for the success of the competition flow

Required Skills and Experience:

- Basic knowledge of the competition games, rules, and table set-up necessary
- Ability to work as part of a team and be an effective communicator; ability to keep chain of command informed of critical issues and schedule
- Physically active role; ability to stand for long periods of time and move quickly about the field
- Excellent problem-solving skills
- *FIRST* and/or *FIRST* LEGO League experience necessary

Floater

Provide assistance in various areas as determined by the Manager of Event-Day Volunteers. Often helps with last-minute tasks as identified by event staff and KEY volunteers. Floaters often fill specific volunteer positions for 'no show' volunteers and serve to fill-in to allow volunteer breaks. Floaters can be useful as messengers, problem solvers, and guides. They may also enjoy distribute pins, medals and trophies. They staff the practice field to help manage the flow of teams. They also might staff food stands and help with overall clean up.

Benefits of the Position:

- Provides an opportunity to experience more than one role

Required Skills and Experience:

- Flexible, 'go with the flow' attitude
- Ability to work as part of a team and be an effective communicator
- Ability to jump into a physically demanding role

Head Referee*

The Head Referee helps recruit, train, and oversee all tournament referees. KEY volunteers require advanced training as prescribed by *FIRST* headquarters. Unparalleled knowledge of the robot game, mission, rules and Robot Game Updates. Responsible for tracking and timing robot performance rounds and coordinating referees with the Emcee, Scorekeeper, and the Field Manager. Performs quality assurance on tournament Field Setup Kits, all competition and practice fields in advance of the event. Providing input from referees and field staff to the Judge Advisor for final judging deliberations

Benefits of the Position:

- Surrounded by fast-paced action
- Advanced level of responsibility
- High visibility role
- Provides an opportunity to contribute to the successful execution of the competition

Required Skills and Experiences:

- Advanced knowledge of the competition game and rules of play
- Ability to be tactful and assertive
- Physically demanding role; ability to stand for long periods of time
- Outgoing personality; high energy
- Strong communication and diplomatic skills
- Ability to collaborate with others and work as a team
- Detail-oriented
- Strong assessment skills
- FLL experience and training required

Judge Advisor*

Rather than judge teams, the judge advisor oversees the judging process and judging quality for the event.

The judge advisor ensures that *FIRST*® LEGO® League Challenge Standards for Judging and Awards are followed and *FIRST* LEGO League event rubrics are used. Judge advisors are responsible for overseeing all judges for the event, including any necessary pre-event communication and training. Judge advisors assure paperwork is provided for the judges (including rubrics, session flowchart, judge questions, session script and awards list) for each pod. Being a Judge advisor requires familiarity with the advancement policy and training to use the Official Judging Spreadsheet. Judge advisors should always uphold and model the *FIRST*® Core Values: Discovery, Inclusion, Innovation, Impact, Teamwork and Fun.

Benefits of the Position

- Provides an opportunity to manage and train volunteers for a live, competitive STEM event for young people.
- Advanced level of responsibility, mentorship and leadership.

Skills needed

- Knowledge of the current season, *FIRST* LEGO League Challenge and *FIRST*.

Qualifications

- Outgoing personality with gravitas to lead judge deliberations in an inclusive, timely manner to give judges confidence in their decisions.
- Detailed knowledge of the Official Judging Spreadsheet and *FIRST* LEGO League Challenge awards allocation needed for their specific events and the *FIRST* LEGO League Challenge advancement policy.
- Strong leadership and mentorship skills.
- Strong interpersonal/communication skills.
- Strong organizational skills.
- Ability to collaborate with others and work as a team, as well as lead a complete event judging team to consensus on award recipients.

Experience/training needed

This is a KEY volunteer position. KEY volunteers require advanced training as prescribed by *FIRST* headquarters.

- *FIRST* LEGO League Challenge experience is essential.
- *FIRST* LEGO League Challenge Judge Advisor training required.



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Judge Assistant

Assists Judge Advisors and Judges throughout the event. Position manages team traffic before and after judging sessions. Responsible for keeping judging sessions on schedule, keeping waiting teams quiet, assuring teams are sent to correct judging location, and helping to prepare and break-down judging rooms.

Benefits of the Position:

- Provides an opportunity to utilize and further develop interpersonal skills
- Provides an opportunity to interact with Judges, Judge Advisors and Head Judges

Required Skills and Experience

- Outgoing personality; high energy
- Strong interpersonal/communication skills
- Strong organizational skills
- Physically demanding role; ability to stand for long periods of time

Lead Judge

Oversees timekeeping, completion of the Core Values rubric and handover of complete rubrics to tournament event staff on event day for assigned team of judges, also known as the judging pod. Welcomes team to the session and ensures smooth transitions between the different sections, then leads the feedback to the team. Selects team award recipients through interaction with teams and contributing to the deliberation process. Interview and observe teams in assigned Judging pod together with other judges in the same pod, using the *FIRST*® LEGO® League Challenge event rubrics. Serves as a mentor and role model for the team members and newer judges. Participates in deliberation process, as needed, and in writing short awards scripts extolling merits of winning teams. Assists with closing ceremony in recognition of and award presentations to the teams. *Upholds and models the *FIRST*® Core Values: Discovery, Inclusion, Innovation, Impact, Teamwork and Fun.

Benefits of the Position

- Opportunity to mentor young people and celebrate their STEM achievements.
- High-visibility role.
- Significant level of responsibility.
- Provides an opportunity to positively impact quality of event.
- Shares knowledge and expertise with teams and team members.

Qualifications

- Strong assessment skills in grading to a rubric and facilitating open-ended questions.
- Strong interpersonal/communication skills.
- Ability to effectively relate to youth aged 9-14 and adults, and be a mentor and role model at all times.
- Ability to work as a member of a team and lead that team to consensus.
- Knowledge of *FIRST* LEGO League Challenge rubrics, award criteria and selection process.
- *FIRST* and/or *FIRST* LEGO League experience preferred.

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Judges

Interview and observe teams together with other judges in the same judging group, also known as the judging pod, using the *FIRST*® LEGO® League Challenge event rubrics. Serve as a mentor and role model for the team members, motivating them with useful feedback. Participates in deliberation process and, as needed, in writing short awards scripts extolling merits of winning teams. Assists with closing ceremony in recognition of and award presentations to the teams. *Upholds and models the *FIRST*® Core Values: Discovery, Inclusion, Innovation, Impact, Teamwork and Fun.

Benefits of the Position

- Opportunity to mentor young people and celebrate their STEM achievements.
- High-visibility role.
- Significant level of responsibility.
- Provides an opportunity to positively impact quality of event.
- Interacts with teams and team members, providing constructive feedback on their season's work.

Qualifications

- Strong assessment skills in grading to a rubric and facilitating open-ended questions.
- Strong interpersonal/communication skills.
- Ability to effectively relate to youth aged 9-14 and adults, and be a role model at all times.
- Ability to work as a member of a judging pod and in a larger team of judges.
- Knowledge of *FIRST* LEGO League Challenge rubrics, award criteria and selection process.

Experience/training needed

- Training or pairing with experienced judges required for new judges.

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Judging Queuer

Manages team traffic to and from the judging areas. Queuers play a critical role in ensuring smooth flow of traffic and maintenance of overall event pace. May need to restrict access to judging rooms from unauthorized individuals. Helps keep teams in order and ready to be seen by judges. This person should be very aware of the schedule, and needs to be able to keep track of more than one thing at a time.

Benefits of the Position:

- Provides an opportunity to work and interact with teams
- Provides an opportunity to contribute to the success of the competition by maintaining pace
- Significant level of responsibility
- High visibility role
- Potential to observe matches

Required Skills and Experiences:

- Strong leadership, interpersonal, and communication skills
- Ability to collaborate with others and work as a team
- Self-directed individual
- Physically demanding role; ability to stand for long periods of time

Load-in/Load-out

Helps set-up or breakdown the event. May be assigned to set-up or breakdown a specific area of the event. This is a physically active role and requires the ability to lift a minimum of 15lbs.

Benefits of the Position:

- Provides an opportunity to contribute to the success of the competition flow

Required Skills and Experience:

- Physically demanding role; ability to stand for long periods of time

Master of Ceremonies (MC)

Serves as the public voice of the event. Introduces both teams at the competition table, ensures both teams are ready, and starts the match by announcing, "Three, Two, One, LEGO!" Provides anecdotal announcements about teams that helps put them at ease while keeping the audience engaged. MC helps the audience visualize the action and excitement through commentary during the robot rounds.

Benefits of the Position:

- Provides an opportunity to observe matches
- Significant level of responsibility
- Highly visible role
- Provides an opportunity to contribute to the success of the competition flow

Required Skills and Experience:

- Knowledge of the competition game and rules helpful
- Public speaking skills
- Comfort and experience interacting with youth aged 9-14
- Sense of humor

Photographer

Help capture the moment! Work with tournament leadership to develop shot sheet.

Benefits of the Position:

- Provides an opportunity to observe matches close-up

Required Skills and Experiences:

- Experience shooting in fast-paced environment
- Experience shooting indoors in low light
- Access to Digital SLR camera or equivalent

Pit Administrator

Provides and distributes critical information to teams as needed. The pit is the ‘information hub’ for numerous inquiries and this individual should be trained in order to answer all questions by teams and guests about the day—from schedule to venue information.

Benefits of the Position:

- Significant level of responsibility
- Provides an opportunity to positively impact quality of event
- Provides an opportunity to work and interact with teams
- Provides an opportunity to work in a fast-paced environment

Required Skills and Experiences:

- Strong leadership, interpersonal, and communication skills
- Ability to work as a member of a team

Pit Runner

Serves as team messenger—providing and distributing critical information to teams. Assists with distribution of match lists to teams as needed. Helps guide teams from Pit to competition floor and is prepared to answer questions about the event from teams and guests.

Benefits of the Position:

- High visibility role
- Variety of tasks and responsibilities
- Provides an opportunity to work and interact with teams
- Provides an opportunity to work in a fast-paced environment

Required Skills and Experiences:

- Strong interpersonal/communication skills
- Physically active role; ability to run for short periods
- Ability to work as a member of a team

Practice Table Assistant

Provides direction, assistance, information, and support to teams at practice tables in the Pit. Position manages the practice table schedule and oversight of field model pieces. Position serves as a role model for team members. Assist with practice table sign-up answer questions from teams and guests maintain practice table area

Benefits of the Position:

- High visibility role
- Variety of tasks and responsibilities
- Provides an opportunity to work and interact with teams
- Provides an opportunity to work in a fast-paced environment

Required Skill and Experiences:

- Strong interpersonal/communication skills
- Ability to stand for long periods of time
- Ability to work as a member of a team
- *FIRST* experience and a general knowledge of the *FIRST* LEGO League robot game table helpful

Referee

Observes team robot game matches, identifies rule violations, assesses field for scoring of matches, and participates in deliberations regarding contested calls and official scores. Position works under the direction of the Head Referee. Requires advance training and intimate knowledge of current Robot Challenge Game rules. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Embodies FLL core values while monitoring and promoting sage practices on and around the playing field.

Benefits of the Position:

- Surrounded by fast-paced action
- Significant level of responsibility
- High visibility role
- Provides an opportunity to contribute to the successful execution of the competition

Required Skills and Experience:

- Thorough knowledge of the competition game and rules of play
- Ability to be tactful and assertive
- Physically demanding role; ability to stand for long periods of time
- Outgoing personality; high energy
- Strong communication, diplomacy skills
- Ability to collaborate with others and work as a team
- Detail-oriented
- Strong assessment skills
- FLL experience and training required

Registration

Assists with FLL Team Registration. Position provides direction, assistance, and information to FLL coaches and other adults accompanying teams and distributes materials. Assist with area set-up and breakdown

Benefits of the Position:

- Significant level of responsibility
- High visibility role
- Variety of tasks and responsibilities

Required Skills and Experience:

- Ability to be tactful and assertive
- Strong interpersonal and communication skills
- Ability to collaborate with others and work as a team
- Strong organization skills
- Attention to detail
- Self-directed individual
- *FIRST* experience helpful

Robot Game Queuer

Manages team traffic to and from the playing field. Queuers play a critical role in ensuring smooth flow of traffic and maintenance of overall event pace. May need to restrict access to competition area from unauthorized individuals. Communicates with Pit Runners and makes sure that the runners in the Pit are rounding up teams that are not in the queue, helps keep teams in order and ready to compete. This person should be very aware of the schedule, and needs to be able to keep track of more than one thing at a time.

Benefits of the Position:

- Provides an opportunity to work and interact with teams
- Provides an opportunity to contribute to the success of the competition by maintaining pace
- Significant level of responsibility
- High visibility role
- Potential to observe matches

Required Skills and Experiences:

- Strong leadership, interpersonal, and communication skills
- Ability to collaborate with others and work as a team
- Self-directed individual
- Physically demanding role; ability to stand for long periods of time

Scorekeeper

This person is someone who is comfortable with computers and can enter data from score sheets into either Excel or a scoring program. Helps facilitate the final ranking for awards, the announcement of the scores by the Emcee, and display of the scores in the Pit area. Prints out the ranking chart and delivers it to the Judge Advisor after each round. FLL headquarters will provide an annual online training of the scoring programs it provides and strongly encourages this individual to take the training in advance if you will use the scoring software.

Benefits of the Position:

- Provides an opportunity to observe matches
- Significant level of responsibility
- Provides an opportunity to contribute to the success of the competition flow

Experience and Skills Needed:

- Basic knowledge of the competition game and rules helpful
- Ability to collaborate with others and work as a team
- Excellent computer skills
- Detail oriented; driven to achieve high level of accuracy

Score Runner

Expedites the scoring process by collecting the score sheets from the referees and bringing them to the scoring table. May assist with set-up and breakdown of scoring system and/or field.

Benefits of the Position:

- Provides an opportunity to observe matches
- Significant level of responsibility
- High visibility role
- Provides an opportunity to contribute to the success of the competition flow

Required Skills and Experience:

- Basic knowledge of the competition game helpful
- Ability to collaborate with others and work as a team
- Self-directed individual
- Ability to stand for long periods of time
- Strong assessment skills
- Physically active role; ability to stand for long periods of time run for short periods

Technical staff

From taping down gaff tape to figuring out why that AV equipment isn't working, this individual may be called on to help with any of the technical aspects that keep an *FIRST* LEGO League up and running. No formal technical expertise is required.

Benefits of the Position:

- Provides an opportunity to contribute to the success of the competition flow
- Provides an opportunity to work in a fast paced environment
- Basic computer skills
- Tech-savviness
- Ability to problem-solve onsite

Timer

This person is someone comfortable keeping the flow of the day going by constantly checking the clock and communicating the timing to appropriate individuals on the field. Works closely with field resetters and referees to keep on track with the timing between robot matches set forth by the Tournament Director(s).

Benefits of the Position:

- Provides an opportunity to observe matches
- Provides an opportunity to contribute to the success of the competition flow

Experience and Skills Needed:

- Ability to collaborate with others and work as a team
- Ability to stand for long periods of time
- Detail oriented; driven to achieve high level of accuracy

Traffic Control/Security

Many FLL events are crowded; help direct and manage large groups of people moving from place to place. Provide security for the event by maintaining crowd order, including making sure only allowable volunteers and staff are near match tables and only allowable individuals view judging.

Benefits of the Position:

- Provides an opportunity to contribute to the success of the competition flow
- Significant level of responsibility

Experience and Skills Needed:

- Ability to collaborate with others and work as a team
- Strong interpersonal and communication skills
- Comfortable combining gracious professionalism with authoritativeness, when appropriate

Volunteer Coordinator*

This individual is responsible for the onsite management of event-day volunteers, including setting up registration for volunteers, managing any walk-on volunteers, and problem-solving. They work closely with the Tournament Director and venue on all volunteer logistics, including pre-event planning and communication. Please note, this is an KEY position that involves a large amount of work in advance of the event; individuals should only sign up for this role if directed to do so by an FLL Operational Partner or FLL Tournament Director.

Benefits of the Position:

- Advanced level of responsibility

Experience and Skills Needed:

- Basic knowledge of tournament structure and volunteer roles and responsibilities
- Ability to collaborate with others and work as a team
- Strong interpersonal and communication skills
- Strong organization skills
- Attention to detail

Volunteer Room Assistant

Monitor and maintain the area assigned to volunteers to relax, store belongings, mingle, and eat. Not every event has a volunteer area, but for those that do, help is needed for set-up and break-down as well as overall monitoring.

Benefits of the Position:

- Provides an opportunity to interact with many kinds of volunteers

Experience and Skills Needed:

- Self-directed individual