

LA FIRST LEGO LEAGUE COMPETITION

VOLUNTEER JOB DESCRIPTION

Unless otherwise specified, volunteers are needed in those positions all day.
You may sign up for all day, or specify half-day availability.

SET-UP (# needed)

Set-Up Crew (10) 3:30pm-6:00pm, Friday

Assist in setting up competition, practice, and pit areas the day before tournament.

REGISTRATION (# needed)

Team Check-In/Registration (4) *7am-9am*

Manage all activities at the Team Check-In Table. Provide direction, assistance and information to teams and coaches. Welcome teams to the tournament and help collect and hand out registration materials.

Experience And Skills Needed: General knowledge of facility and event layout, ability to be assertive, strong interpersonal and communication skills, ability to collaborate with others, work as a member of a team, strong organizational skills, attention to detail.

Training: None required

Volunteer Registration (2) *7am-9am*

Manage all activities at the Volunteer Registration Table. Provide direction, assistance and information to event volunteers. (More Information)

EXPERIENCE AND SKILLS NEEDED: Ability to be assertive, 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 & good attention to details, self-directed individual.

TRAINING: None required

Crowd/Traffic Control (4) *7am-9am*

Facilitate smooth pedestrian traffic flow from parking area into registration area.

Experience and Skills Needed: Outgoing, friendly personality, strong interpersonal/communication skills, ability to be assertive, ability to move about facility, general knowledge of facility and/or event, is preferred, adults preferred, older teens may be considered.

Training: None required

Volunteer Room Monitors (2)

Assure that only authorized personnel (volunteers) are admitted to room. Provide security for personal belongings left in room by volunteers.

Experience and Skills Needed: Outgoing, friendly personality, ability to be assertive, adults preferred, older teens may be considered.

Training: None required

Greeter/Information Desk (2)

Provide information about layout of tournament – particularly to general public attending the event. Be available to answer questions throughout the day.

Experience & Skills Needed: Ability to be assertive, general knowledge of facility and event layout, ability to work as a member of a team, strong organizational skills, attention to detail, and ability to sit for long periods.

Training: None required.

COMPETITION FIELD / PIT AREA (# needed)

Competition Queuer Manager (1)

Responsible for managing team traffic to and from the competition floor. Stage and position teams in preparation for the start of matches. Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

Experience & Skills Needed: FLL tournament experience useful, ability to be assertive, basic knowledge of the game and match process, ability to collaborate with others, work as a member of a team, ability to stand for long periods of time.

Training: Competition Floor Manager and Tournament director provide guidance during the competition.

Competition Area Crowd Control (4)

Facilitate smooth pedestrian traffic flow throughout the facility; monitor audience.

Experience & Skills Needed: Outgoing, friendly personality, strong interpersonal/communication skills, ability to be assertive, ability to move about facility, general knowledge of facility and/or event, is preferred, adults preferred, older teens may be considered.

Training: None required

Field Reset (5)

Reset playing field after each team match. Play a critical role in ensuring smooth flow of match play and maintaining pace of the event. Duties need to be done efficiently.

Experience & Skills Needed: FLL experience helpful, ability to reach across to center of 4 foot wide competition table, physically active role; ability to stand for long periods of time and quickly move about the field.

Training: Head referee conducts training in morning, and provides guidance during the competition

Field Queuers (2)

Ensure teams arrive for robot game matches on time and informs teams of any changes to the schedule that happen on competition day. Assist in the breaking down game tables after match play.

Experience & Skills Needed: Attention to detail is critical, ability to be assertive, ability to sit or stand for long periods of time and punctuality a must.

Training: Training provided morning of event

Floater (2)

Floater will not be assigned to a particular area, but will step in as needed (i.e. if a volunteer role is vacant on the day of the tournament; to give a volunteer a break from their duties) and will ensure that volunteer area is restricted to volunteers only.

Game Announcers (4)

Provides the play-by-play commentary to complement the projected video images, and (with referees) keep the game area free of spectators.

Experience And Skills Needed: Well-spoken, energetic, enthusiastic with an outgoing personality and high energy - clear and strong vocal ability; requires frequent speaking over a long period of time. Comfortable using a microphone and addressing large crowd; vocally energetic and the ability to stand for long periods of time. It is preferable that they have prior knowledge about FIRST LEGO League, however, they will be trained thoroughly on that and on the FLL Challenge and its rules.

Training : Will provide training via a game overview prior to the event.

Lego Playing Table Monitors (3)

Provide guidance and supervision for the lego building table, provided to keep younger children entertained and occupied. Encourage creativity and keep little ones from eating the legos!

Experience & Skills Needed: Energetic, enthusiastic with an outgoing personality, loves children.

Training: None required

M.C. (2)

Introduce each team, announces scores, banter during natural breaks that occur between rounds and between the competition and awards ceremony.

Experience & Skills Needed: Well-spoken, energetic, enthusiastic with an outgoing personality and high energy - clear and strong vocal ability; requires frequent speaking over a long period of time. Comfortable using a microphone and addressing large crowd; vocally energetic and the ability to stand for long periods of time. It is preferable that they have prior knowledge about FIRST LEGO League, however, they will be trained thoroughly on that and on the FLL Challenge and its rules. Someone with a public speaking, performing, or broadcasting background and/or FLL Robot Competition experience preferred.

Training : Will provide training via a game overview prior to the event.

Photographer (2)

Visually record all areas of the tournament. Must be able to bring your own camera. Provide digital to tournament organizers for use on website and in publications.

Pit Manager (1)

Pit Managers are responsible for communicating with and assisting all teams and volunteers in the pit area and for communicating with lead volunteers from other areas of the tournament as necessary. Play a critical role in ensuring smooth flow of match play and maintaining pace of the event. Duties need to be done efficiently.

Experience & Skills Needed: FLL tournament experience useful, general knowledge of facility and event layout, strong interpersonal/communication skills, strong organizational skills, ability to stand for long periods of time, ability to work as a member of a team, ability to use radio to communicate with team queue manager, adults preferred for pit boss; older teens can be part of the pit crew.

Training: Boss provides guidance to pit crew during the competition

Pit Crew/Crowd Control/Queuing (2)

Facilitate smooth team traffic flow in pit area; assure teams are queuing up on time. Ensure that teams are reminded of their scheduled tournament times (i.e. matches, practice table time). Support teams by escorting them to / from judging sessions and competition rounds, if necessary.

Experience & Skills Needed: Outgoing, friendly personality, strong interpersonal/communication skills, ability to be assertive, ability to move about facility, general knowledge of facility and/or event, is preferred, adults preferred, older teens may be considered.

Training: None required

Practice Table Manager (2)

Practice Table Managers oversee the practice tables, ensuring that teams are on and off the practice tables at scheduled times, that tables are left in the condition in which they were found (i.e. all mission models intact and in appropriate location), and that the tables are broken down once scheduled practice times are complete.

Experience & Skills Needed: Attention to detail is critical, ability to be assertive, ability to sit for long periods of time and punctuality a must.

Training: Training provided morning of event

Referees (10)

Referees score the robot performance rounds. They will work in pairs to oversee matches, keep time, and ensure teams follow the field rules, identify rule violations, and score their performance. They fill out the official scorecard of the matches and participate in deliberations regarding contested calls. Work under the direction of the Head Referee. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. Additionally, referees (with MC) keep the game area free of spectators and assist in the breakdown of competition tables.

Experience And Skills Needed: FLL experience useful, ability be assertive, thorough knowledge of the competition game and rules of play, outgoing personality; high energy, strong communication, diplomacy skills, ability to collaborate with others, work as a member of a team, very good attention to detail, ability to see all parts of competition table, ability to stand for long periods of time, strong assessment skills

Training: Mandatory training session prior to competition. Head Referee provides guidance during the competition.

Scorekeeper - Robot Competition (2)

Responsible for recording and displaying match scores.

Experience & Skills Needed: Attention to detail is critical, ability to sit for long periods of time, must be able to use Excel to enter data.

Training: Training day-of required and scoring software (spreadsheet) training is available

JUDGING AREA (# needed)

Judges (30)

Judges are knowledgeable and objective individuals who have the ability to assess teams fairly and determine which teams earned special awards. Technical judges assess robot design and should have a technical, engineering, or science related background. Project presentation and teamwork judges are individuals who reflect a cross section of the population and, ideally, have an understanding of education, middle-school aged youth, and/or teamwork. The majority of judging takes place in the morning; however, we ask judges to remain for the duration of the competition to congratulate teams and hand out medals and trophies

There are three Judging Areas:

1) **Robot Design:** A panel of judges interviews teams about the technical hurdles the team faced in their overall robot design, including the attachments and software programs developed for the robot.

2) **Teamwork:** Teamwork is judged on a team's ability to be enthusiastic, show partnership, respect for their teammates, support and encouragement for other teams. The [FLL Core Values](#) are an important aspect.

3) **Project Presentation:** Teams will present their project to a panel of judges. The project will have 3 components: a) Identify issues, b) Create an innovative solution, c) Share the research and solution.

Experience And Skills Needed: FLL experience useful, knowledge in specific judging areas is helpful, strong communication, diplomacy skills, ability to collaborate with others, work as a member of a team, good attention to detail, ability to provide critical evaluations in a positive manner, strong assessment skills - a judging rubric is provided, ability to sit for long periods of time.

Training: Judge Advisor conducts training prior to the event and provides guidance during the competition.

Time Commitment: all day (no half-day positions available)

Scorekeepers – Judging (2)

Official manager of the scoring sheets and official score spreadsheet.

Experience And Skills Needed: Attention to detail is critical, ability to sit for long periods of time, must be able to use Excel to enter data.

Training: Training day-of required and scoring software (spreadsheet) training is available

Crowd Control (4)

Facilitate smooth pedestrian traffic flow throughout the judging area; assure quiet is maintained outside of judging rooms.

Experience & Skills Needed: Outgoing, friendly personality, strong interpersonal/communication skills, ability to be assertive, ability to move about facility, general knowledge of facility and/or event, is preferred, adults preferred, older teens may be considered.

Training: None required

Timekeepers (9)

Ensure that timing of judging rounds is maintained and assist in the breaking down and/or cleaning up of competition rooms after all presentations are complete. Time Keepers play a critical role in ensuring smooth flow of the judging rounds and maintaining pace of the day.

Experience And Skills Needed: Attention to detail is critical, ability to sit for long periods of time. Will be provided with a stopwatch.

Training: No training required

Judging Room Queuers (4)

Assure teams are queuing up on time in judging area. Support teams by finding them and bringing them to judging sessions, if necessary.

Experience & Skills Needed: Outgoing, friendly personality, strong interpersonal/communication skills, ability to be assertive, ability to move about facility, general knowledge of facility and/or event, is preferred, adults preferred, older teens may be considered.

Training: None required