

New Mexico **FIRST**[®] LEGO[®] League Volunteer Needs

All volunteers are expected to model FLL Core Values & Gracious Professionalism when interacting with youth and adults.

Role	Job Description
Core Values Ambassador / Manager	<ul style="list-style-type: none"> • Interview teams in the pit • Listen to team presentation of core values poster • Record observations • Report to CV Ambassador Manager
Crowd Control / Safety Officer	<ul style="list-style-type: none"> • Monitor spectators in the bleachers and hallways for safety concerns • Ensure aisles and walkways stay clear
Disc Jockey	<ul style="list-style-type: none"> • Play high-energy, age-appropriate music throughout the tournament. • Monitor the energy of the crowd, raising crowd enthusiasm with musical selections. • Work with the Emcee and Head Referee to coordinate music and announcements.
First Aid / EMT	<ul style="list-style-type: none"> • Provide first aid/medical services as needed •
Floater / Runner	<ul style="list-style-type: none"> • Assist in delivering items/information between competition locations • Fill in for other volunteers as needed
Information	<ul style="list-style-type: none"> • Welcome spectators and VIPs to the tournament • Direct traffic • Answer questions about FIRST programs and the event • Manage message center and Lost and Found
Judge	<ul style="list-style-type: none"> • Interview FLL teams regarding Robot Design, Project, or Core Values • Complete appropriate rubrics • Determine awards • Present medals/awards to teams
Judge Assistant	<ul style="list-style-type: none"> • Enforce schedule – accurate start, accurate stop • Ensure scheduled team in correct room • Facilitate traffic flow throughout judging area • Guide spectators to appropriate spaces • Assure quiet is maintained
Load-in	<ul style="list-style-type: none"> • Set up event • Post signs • Move & set up tables
Load-out	<ul style="list-style-type: none"> • Tear down event • Remove signs • Pack & load materials
Master of Ceremonies	<ul style="list-style-type: none"> • Host the opening and closing ceremonies • Introduce each team during the set-up time between matches. • Announce the scores (during down time between matches, if the Scorekeeper has completed the scoring). • Use team information sheets to report interesting and entertaining team information. • Provide play-by-play descriptions of action on the playing field to complement the projected video image. • Make periodic announcements concerning the event or agenda updates.
On-deck Manager	<ul style="list-style-type: none"> • Maintain a smooth traffic flow to/from the playing fields • Keep track of which teams are on deck for the next match • Guide arriving teams to the appropriate on-deck seating area • Prevent use of on-deck seating area by others • Direct on-deck team to appropriate queuer, when signaled

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Pit Manager / Assistants	<ul style="list-style-type: none"> • Manage pit congestion, pit conduct, and pit safety. • Aid teams with questions – scheduling, locations, etc. • Guide visitors within the Pit area
Practice Table Manager	<ul style="list-style-type: none"> • Schedule teams for practice table usage • Monitor practice table usage to ensure fairness
Queuer	<ul style="list-style-type: none"> • Move teams and robots quickly on and off the competition playing fields • Keep track of which teams are on the playing field • Direct departing teams to appropriate playing field exit • Direct on-deck teams to the appropriate playing field
Referee	<ul style="list-style-type: none"> • Watch the actions of one team and robot during each round at their table • Apply the rules consistently and accurately • Record scores on Scoring Sheets, confirm the score sheet with the team, and submit the sheets to the scorekeeper after each match • Score according to the Challenge rules, Q&A on the FLL website, the FLL Referee Guide and scoring scenarios • Present medallions/awards to teams
Registration	<ul style="list-style-type: none"> • Teams <ul style="list-style-type: none"> ○ Check-in teams ○ Collect forms and distribute team packets ○ Remind coaches about coaches briefing ○ Direct teams to their team table • Volunteers <ul style="list-style-type: none"> ○ Check-in volunteers ○ Collect forms and distribute volunteer packets, as needed ○ Remind judges / referees about briefings ○ Direct volunteers to appropriate areas
Reviewer	<ul style="list-style-type: none"> • Interview Jr.FLL teams • Determine awards • Present medals/awards to teams
Scorekeeper	<ul style="list-style-type: none"> • Enter the scores into the computer from the referees' score sheets after each match • Employ two-person rule to ensure quality of data entry
Table Resetter	<ul style="list-style-type: none"> • Ensure that teams do not leave with competition pieces • Ensure that teams take their robot and attachments with them as they leave • When directed by referee, assist in getting table reset for upcoming match