

Job Title	Responsibilities	Min	Max	Start Time	End Time
Tasks prior to competition					
T-shirt organizer	Work with directors on volunteer t-shirt orders, t-shirt colors, and sponsor logos. Work with T-shirt shop on art work, proofs, ordering, t-shirt backs and delivery.	1	2		
Check-in preparation	Assemble the check-in bags for the teams and volunteers. T-shirts, medals and paperwork will be assembled ahead of time for easy handout to teams and volunteers at registration time. Copy and collate papers for check-in.	1	2		
Food Purchaser	Shop for and coordinate the food for tournament day. Coordinate and setup the subs/pizza delivery for tournament day.	1	2		
Publicity	Do press releases getting the word out about the upcoming tournaments as well as the need for volunteers. Create recruiting fliers for volunteers. Contact local organizations to list our volunteer needs. Create program/map for tournament.	1	1		
Fundraising	Contact potential sponsors.	1	1		
Volunteer Recruiter	Coordinate volunteer job assignments for tournament.	1	2		
Competition Area					
Setup (Friday Evening)	Setup score tables, Team & Volunteer Check-in tables Arrange Pit area, presentation rooms, all tables, run power cords. Arrange Food Tables in Volunteer Lounge. Post all directional signs. The earlier and the more volunteers - the faster this goes!	15	20	6PM	10PM
Event Cleanup & Tear down (Saturday afternoon)	Move Competition Tables out from gym for Award Ceremony Pack up score table, pit tables, check-in tables, volunteer room. Collect Directional Signs for reuse.	10	15	1PM	5PM
During the Event					
Event Photographers	Rove around the tournament and take candid pictures of the kids and teams throughout the day. <i>*Flexible shifts throughout the day. Volunteer provides digital camera.</i>	1	3	9AM	5PM
Video Crew	Take live video of the two main competition tables and project the images on the two big screens for everyone in the audience to see. <i>*Need a few people from this crew to come Friday evening & help setup screens & other equipment.</i>	4	6	9AM	4PM

Scorekeepers	Validate & enter scores, display rankings (computer experience required)	4	5	8:30A	3:30P
Referees	Before Event: Learn the challenge rules, missions and scoring details. During Event: Setup field, govern action, make judgment calls, and record performance.	12	18	7:30A	3PM
Emcee	Announce events and deadlines throughout the day. Provide chatter and color by taking with the teams.	1	2	9AM	11:30P
				12:20P	3:20P
TableMaster	Provide help and support at the Competition Tables.	1	1	7:30A	3PM
Head Referee Assistant	Provide help and support to the Head Referee and referees in the Competition Table area.	1	1	7:30A	3PM
Judging Area					
Judges	Interview teams in the morning in one of the following areas: teamwork problem, robot design or project research/solution. Nominate and select the teams to receive different awards at the end of the day.	36	50	7AM	4PM
Lead Teamwork Judge	Coordinates and oversees teamwork judges.	1	1	7AM	4PM
Lead Technical Judge	Coordinates and oversees teamwork judges.	1	1	7AM	4PM
Lead Project Judge	Coordinates and oversees teamwork judges.	1	1	7AM	4PM
Head Judge Assistant	Provide help and support to the Head Judge.	1	1	7AM	4PM
Teamwork Judge Assistant	Work with the teamwork judges and help them as needed.	1	1	7:30A	11:30A
Pit Table Area/Interview Areas					
Practice Table Attendants	Coordinates teams to share the practice tables. Help teams remember All LEGO parts remain on practice tables when they exit, and... to TAKE their robot with them. <i>*Attendants work a 3 hour shift.</i>	4 per shift	5 per shift	9AM	12PM
				12PM	3PM
Teamwork Interview Coordinator	Help queue up the teams at the door to the teamwork problem area.	1	1	8:45A	11:30P
Entrance Area/Volunteer Support					
Check-in Table	Help run the registration and check-in table. Much of this task is completed by 9AM, but we need a couple people to stay and answer questions throughout the day.	8	8	6:45A	9AM
Pin/T-shirt table attendant	Staff the table where we sell pins and t-shirts.	2	2	9AM	12PM
				12PM	3PM

Event Patrol	Wander around the competition – answer questions or take note of any problems and work with the core committee to get things fixed or improved. These individuals should be flexible and prepared to help anywhere we are shorted staffed.	2	2	9AM	12PM
				12PM	3PM
Food Coordinators	Help setup and serve food to volunteers at breakfast and lunch. Clean up food afterwards. <i>*Tasks are scattered through the day but one person should be in volunteer room at all times.</i>	2	4	6:45A	3:30P
Food Coordinator for Teenage Volunteers	Setup food for teenage volunteers. Serve pizza, etc at lunch. Maybe some morning snacks for them too. Clean up room after they've eaten. <i>*Job is great for a team parent as tasks are mostly at breakfast and lunchtime.</i>	1	1	7:30A	12:30P

For more info send email to Marylou (robotics@teamnash.org).