



FIRST® LEGO® League Explore Volunteer Role Descriptions

Role	Description	Reports To
Ceremony Assistant	<ul style="list-style-type: none"> -Sets up and executes the closing celebration (required) -May also set up and execute the opening ceremony (if applicable) <p>Prerequisite: <i>FIRST</i> experience preferred Minimum Age Requirement: 21</p>	Festival Organizer
Emcee	<ul style="list-style-type: none"> -Serves as the public voice of the event -Provides anecdotal announcements about teams that helps to put them at ease while keeping the audience engaged <p>Prerequisite: <i>FIRST</i> LEGO League experience preferred, but not required Minimum Age Requirement: 18 and post HS or equivalent</p>	Volunteer Coordinator
Floater	<ul style="list-style-type: none"> -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 distributing pins, medals and trophies. They also might staff food stands and help with overall clean-up <p>Prerequisite: <i>FIRST</i> LEGO League experience helpful, but not required Minimum Age Requirement: Dependent upon role assigned</p>	Volunteer Coordinator
Head Reviewer	<p>The head reviewer is responsible for training the reviewers, overseeing the reviewing process and ensuring that teams receive the correct award that the reviewers selected</p> <p>Prerequisite: <i>FIRST</i> LEGO League Explore reviewing experience Minimum Age Requirement: 21</p>	Volunteer Coordinator
Load In/Load Out	<ul style="list-style-type: none"> -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 <p>Prerequisite: <i>FIRST</i> experience not required Minimum Age Requirement: 13</p>	Volunteer Coordinator

Reviewer	<ul style="list-style-type: none"> -Visits teams in the main festival display area and/or meet with teams in a separate area -Asks team members about their team journey, their model, and their team poster -Provide positive feedback and write down notes to help with awards later -Help to assign awards to the teams from the approved award list -Participates in the closing ceremony <p>Prerequisite: <i>FIRST</i> experience preferred, but not required Minimum Age Requirement: 15, 18 preferred</p>	Head Reviewer
Team Activities	<ul style="list-style-type: none"> -Help to supervise the activities available for team members and spectators at the festival <p>Prerequisite: <i>FIRST</i> experience not required Minimum Age Requirement: 15</p>	Volunteer Coordinator
Team Queuer	<ul style="list-style-type: none"> -Manages team traffic to and from the reviewing areas and may also help transport team models if needed -May need to restrict access to reviewing rooms from unauthorized individuals -Helps keep teams in order and ready to be seen by reviewers -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 <p>Prerequisite: <i>FIRST</i> experience preferred, but not required Minimum Age Requirement: 15; 13 with Parent</p>	Volunteer Coordinator
Volunteer Coordinator	<ul style="list-style-type: none"> -Responsible for the onsite management of event-day volunteers, including setting up registration for volunteers, managing any walk-on volunteers, and problem-solving -Works closely with the Tournament Director and venue on all volunteer logistics, including pre-event planning and communication +Please note, this is a key position that involves a large amount of work in advance of the event. <p>Prerequisite: Basic knowledge of <i>FIRST</i> and volunteer roles and responsibilities. Key volunteers require advanced training as prescribed by <i>FIRST</i> headquarters. <i>FIRST</i> Data Protection training required Minimum Age Requirement: 21</p>	Festival Organizer

***Volunteer Minimum Age Requirement**

The minimum age requirement for a *FIRST* volunteer is **13 years old**. A minor must have a parent or guardian give written permission to volunteer and minors must work in pairs as assigned by *FIRST* in accordance with the [FIRST Youth Protection Program](#) policy.

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