FIRST® LEGO® League Challenge Volunteer Role Descriptions

Role	Description	Reports To
Assistant Scorekeeper	-Assists the Scorekeeper in entering the Robot Game scores into the computer from the referees' score sheets. -Helps Scorekeepers verify accuracy of entries. **Prerequisite:** Knowledge of the competition game and rules. **Minimum Age Requirement:** 15	Scorekeeper
Assistant Field Manager	-Assists Field Manager as needed. **Prerequisite:** *FIRST®* experience preferred. **Minimum Age Requirement:** 18	Field Manager
Concessions	-Helps staff with the food and beverage area of the event, if applicable. **Prerequisite:** No previous *FIRST* experience required. **Minimum Age Requirement:** 18	Volunteer Coordinator
Crowd Control	-Many *FIRST* LEGO League 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. **Prerequisite:** *FIRST* experience not required. **Minimum Age Requirement:** 18	Tournament Director
Emcee	-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 to put them at ease while keeping the audience engaged. -Helps the audience visualize the action and excitement through commentary during the robot rounds. Ensures the smooth flow of match play, maintains the event's pace, and can significantly impact the competition's quality. **Prerequisite:** Knowledge of the competition game and rules. *FIRST* LEGO League experience preferred, but not required.	Tournament Director

	Minimum Age Requirement: 18 and post HS or equivalent	
Event Photographer	-Helps capture the moment! -Work with tournament leadership to develop shot sheet. **Prerequisite:** *FIRST* experience not required. **Minimum Age Requirement:** 18	Tournament Director
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. **Prerequisite:** Knowledge of the competition game, field setup, and rules. *FIRST* experience preferred, but not required. **Minimum Age Requirement:** 13	Field Manager
Field Manager	-It is the job of the Field Manager to make sure that the Robot Game is delivered as scheduled and the audio and visual components are working as planned. -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 Emcee. -Oversees music, audio, visual, lighting, and computer and software needs from setup to teardown. -Ensures technical systems are functional, safe, and meet event needs. -Coordinates several sets of volunteers, which may include field attendants, scorekeepers, score runners, and Emcee. **Prerequisite:** Basic knowledge of the competition games, rules, and table set-up. Previous *FIRST* LEGO League Challenge experience. Training required. **Minimum Age Requirement:** 21	Tournament Director
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 distributing 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. **Prerequisite:** *FIRST* LEGO League experience helpful, but not required. **Minimum Age Requirement:** Dependent upon role assigned.	Tournament Director
Head Referee	**Key Volunteer Role.**	Tournament Director

	-Helps recruit, train, and oversee all tournament referees. -Has comprehensive knowledge of the season field setup, missions, rules, and challenge 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 Challenge Sets and all competition and practice fields before the event. -Ensures Judge Advisor has final Robot Game scores to be used in final judging deliberations. **Prerequisite:** Advanced knowledge of the competition game and rules of play. Previous *FIRST* LEGO League experience required. Key volunteers require advanced training as prescribed by *FIRST* headquarters. *FIRST* Data Protection training required. **Minimum Age Requirement:** 21	
Judge Advisor (JA)	**Key Volunteer Role.** -Rather than judge teams, the judge advisor oversees the judging process and judging quality for the event. -Ensures that *FIRST* LEGO League Challenge standards for judging and awards are followed and *FIRST* LEGO League event rubrics are used. -Responsible for overseeing all Judges for the event, including any necessary pre-event communication and training. - Ensures paperwork is provided for the Judges (including rubrics, session flowchart, judge questions, session script and awards list) for each pod. -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. **Prerequisite:** 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. Key volunteers require advanced training as prescribed by *FIRST* headquarters. *FIRST* Data Protection training required. **Minimum Age Requirement:** 21	Tournament Director
Judge Advisor Assistant (JAA)	-Assists Judge Advisors and Judges throughout the event. -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. **Prerequisite:** *FIRST* experience preferred, but not required. Judge training helpful. **Minimum Age Requirement:** 18	Judge Advisor

Role	Description	Reports To
Lead/Head 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. **Prerequisite:** Knowledge of *FIRST* LEGO League Challenge rubrics, award criteria and selection process. Previous Judge experience preferred. Training required. *FIRST* Data Protection training required. **Minimum Age Requirement:** 18	Tournament Director
Judge	-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. **Prerequisite:** *FIRST* experience preferred, but not required. *FIRST* Data Protection training required. **Minimum Age Requirement:** 15, 18 preferred	Lead/Head Judge
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. **Prerequisite:** *FIRST* experience preferred, but not required. **Minimum Age Requirement:** 15; 13 with Parent	Lead Judge Queuer

Lead Judging Queuer	Lead Queuers manage the flow of teams to and from their designated area. Lead judge queuers will -Work with the tournament director and the Judge Advisor to create paths to and from the pit area to the judging area. -Create and manage a safe, orderly flow of teams to and from the judging area -Properly stage teams in holding areas, while ensuring the proper numbers of teams are in the queue. **Prerequisite:** Previous experience as a queuer. **Minimum Age Requirement:** 15	Judge Advisor
Lead Robot Game Queuer	Lead Queuers manage the flow of teams to and from their designated area. Lead robot game queuers will -Work with the tournament director and the field manager to create unrestricted paths to and from the pit area to the robot game area. -Create and manage a safe, orderly flow of robots/teams to and from the tables to help to keep all the matches running on time. -Properly stage teams in holding areas, while ensuring the proper numbers of teams are in the queue. **Prerequisite:** Previous experience as a queuer. **Minimum Age Requirement:** 15	Field Manager
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 to answer all questions by teams and guests about the day—from schedule to venue information. **Prerequisite:** *FIRST* LEGO League experience preferred, but not required. *FIRST* Data Protection training required. **Minimum Age Requirement:** 21	Tournament Director
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 the competition floor and is prepared to answer questions about the event from teams and guests. **Prerequisite:** *FIRST* experience preferred, but not required. **Minimum Age Requirement:** 13	Field Manager
Practice Table Attendant/Manager	-Provides direction, assistance, information, and support to teams at practice tables in the Pit. -Manages the practice table schedule and oversight of field model pieces. -Serves as a role model for team members. -Assist with practice table sign-up answer questions from teams and guests maintain practice table area. **Prerequisite:** General knowledge of the *FIRST* LEGO League robot game table. *FIRST* experience preferred, but not required. **Minimum Age Requirement:** 18	Field Manager

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 advanced 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 *FIRST* Core Values while monitoring match play. **Prerequisite:** Thorough knowledge of the competition game and rules of play. *FIRST* LEGO League experience required. Training required. **Minimum Age Requirement:** 15, 18 for events using the Event Hub scoring	Head Referee
Robot Game Queuer	-Manages team traffic to and from the playing field. -Plays 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. **Prerequisite:** *FIRST* experience preferred, but not required. **Minimum Age Requirement:** 15; 13 with Parent	Field Manager
Scorekeeper	-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. **Prerequisite:** Basic knowledge of the competition game and rules. *FIRST* LEGO League 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 use the scoring software. **Minimum Age Requirement:** 18	Field Manager
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. **Prerequisite:** Basic knowledge of the competition game. *FIRST* experience not required. **Minimum Age Requirement:** 15	Field Manager
Team Registration	-Assists with *FIRST* LEGO League Team Registration. -Position provides direction, assistance, and information to *FIRST* LEGO League coaches and other adults accompanying teams and distributes materials. -Assist with area set-up and breakdown.	Pit Administrator

	Prerequisite: *FIRST* experience preferred, but not required. *FIRST* Data Protection training required. **Minimum Age Requirement:** 21	
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 a *FIRST* LEGO League up and running. **Prerequisite:** No formal technical expertise is required. *FIRST* experience not required. **Minimum Age Requirement:** 18	Field Manager
Timekeeper	-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). **Prerequisite:** *FIRST* experience preferred, but not required. **Minimum Age Requirement:** 15	Scorekeeper
Tournament Director	**Key Volunteer Role.** -Oversees all aspects of the tournament and reports to the region's *FIRST* LEGO League PDP. **Prerequisite:** *FIRST* LEGO League event experience required. **Minimum Age Requirement:** 21	Program Delivery Partner (PDP)
Volunteer Coordinator	**Key Volunteer Role.** -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; individuals should only sign up for this role if directed to do so by a *FIRST* LEGO League Operational Partner or *FIRST* LEGO League Tournament Director. **Prerequisite:** Basic knowledge of tournament structure and volunteer roles and responsibilities. Key volunteers require advanced training as prescribed by *FIRST* headquarters. *FIRST* Data Protection training required. **Minimum Age Requirement:** 21	Tournament Director
Volunteer Room Assistant and Check-In	-Monitor and maintain the area assigned to volunteers to relax, store belongings, mingle, and eat. -Assist with volunteer check-in. -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. **Prerequisite:** *FIRST* experience not required. *FIRST* Data Protection training required. **Minimum Age Requirement:** 18	Volunteer Coordinator

*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.