



FIRST® LEGO® League World Festival Volunteer Role Descriptions

Please note: Additional Custom roles (not detailed in this document) may become available. Signup for all roles through [Volunteer Registration](#).

Role	Description	Reports To
Challenge Assistant Field Manager	<p>Key Volunteer Role <i>Identified and Assigned by Event Manager</i></p> <ul style="list-style-type: none"> -Assists Field Manager as needed. <p>Days/Hours: Tuesday – Saturday, full day. Pre-event participation may be required as needed. Number of Volunteers in Role: 1 Prerequisite: FIRST® experience preferred. Minimum Age Requirement: 18</p>	Field Manager
Emcee	<p>Key Volunteer Role <i>Identified and Assigned by Event Manager</i></p> <ul style="list-style-type: none"> -Serves as the public voice of the event. -Introduces both teams at the Challenge 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. -Key face for Closing Ceremonies <p>Days/Hours: Wednesday – Saturday, full day Prerequisite: Knowledge of the competition game and rules. FIRST LEGO League experience preferred, but not required. Minimum Age Requirement: 18 and post HS or equivalent</p>	Event Manager
Event Photographer	<ul style="list-style-type: none"> -Helps capture the moment! -Work with tournament leadership to develop shot sheet. 	Volunteer Coordinator

	<p>-Must provide own equipment Days/Hours: Wednesday – Saturday, 3-6 hours per day. Hours/days may be split between two photographers Number of volunteers in role: 1-2 Prerequisite: <i>FIRST</i> experience not required. Minimum Age Requirement: 18</p>	
Challenge Field Resetter	<p>-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 Challenge Set pieces are not taken inadvertently. Prerequisite: Knowledge of the competition game, field setup, and rules. <i>FIRST</i> experience preferred, but not required. Days/Hours: Thursday and Friday, 7:45 AM – 5 PM, each day Number of Volunteers in Role: 8 Minimum Age Requirement: 15</p>	Head Referee / Field Manager
Challenge Field Manager	<p>Key Volunteer Role <i>Identified and Assigned by Event Manager</i> -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 <i>FIRST</i> LEGO League Challenge experience. Training required. Days/Hours: Monday – Saturday, full day. Pre-event participation required. Number of Volunteers in Role: 1 Minimum Age Requirement: 21</p>	Event Manager

<p>Floater</p>	<p>-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: <i>FIRST</i> LEGO League experience helpful, but not required. Days/Hours: Thursday and/or Friday, 7:45 AM – 5 PM, each day. Not required to volunteer in this role for the full day and may be assigned in shifts. Number of Volunteers in Role: 8 Minimum Age Requirement: Dependent upon role assigned.</p>	<p>Volunteer Coordinator</p>
<p>Challenge Head Referee</p>	<p>Key Volunteer Role <i>Identified and Assigned by Event Manager</i> -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 <i>FIRST</i> LEGO League experience required. Key volunteers require advanced training as prescribed by <i>FIRST</i> headquarters. <i>FIRST</i> Data Protection training required. Days/Hours: Tuesday – Saturday, full day. Pre-event participation required. Number of Volunteers in Role: 2 Minimum Age Requirement: 21</p>	<p>Event Manager</p>
<p>Explore Head Reviewer</p>	<p>Key Volunteer Role <i>Identified and Assigned by Event Manager</i> 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 -Oversees Team Queuers Prerequisite: <i>FIRST</i> LEGO League Explore reviewing experience Days/Hours: Wednesday – Saturday, full day. Pre-event participation required. Number of Volunteers in Role: 1-2</p>	<p>Event Manager</p>

	Minimum Age Requirement: 21	
Challenge Judge Advisor (JA)	<p>Key Volunteer Role <i>Identified and Assigned by Event Manager</i></p> <ul style="list-style-type: none"> -Rather than judge teams, the Judge Advisor oversees the judging process and judging quality for the event. -Ensures that <i>FIRST</i> LEGO League Challenge standards for judging and awards are followed and <i>FIRST</i> 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 <i>FIRST</i> Core Values: Discovery, Inclusion, Innovation, Impact, Teamwork and Fun. <p>Prerequisite: Detailed knowledge of the Official Judging Spreadsheet and <i>FIRST</i> LEGO League Challenge awards allocation needed for their specific events and the <i>FIRST</i> LEGO League Challenge advancement policy. Key volunteers require advanced training as prescribed by <i>FIRST</i> headquarters. <i>FIRST</i> Data Protection training required.</p> <p>Days/Hours: Wednesday – Saturday, full day. Pre-event participation required.</p> <p>Number of Volunteers in Role: 1-2</p> <p>Minimum Age Requirement: 21</p>	Event Manager
Challenge Judge Advisor Assistant (JAA)	<ul style="list-style-type: none"> -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. <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Judge training helpful.</p> <p>Days/Hours: Wednesday – Saturday, full day. Pre-event participation may be requested.</p> <p>Number of Volunteers in Role: 1</p> <p>Minimum Age Requirement: 18</p>	Judge Advisor
Challenge Judge	<ul style="list-style-type: none"> -Interview and observe teams together with other judges in the same judging group, also known as the judging pod, using the <i>FIRST</i> LEGO League Challenge event rubrics. - Serve as a mentor and role model for the team members, motivating them with useful feedback. 	Judge Advisor

	<p>-Participates in award allocation process and as needed, in writing short awards scripts extolling merits of winning teams.</p> <p>-Assists with closing ceremony in recognition of and award presentations to the teams.</p> <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. <i>FIRST</i> Data Protection training required.</p> <p>Days/Hours: Wednesday – Saturday, 8:30 AM – 4 PM. Wednesday Training. Must be available for both Thursday and Friday. Virtual pre-event participation may be requested.</p> <p>Number of Volunteers in Role: 40</p> <p>Minimum Age Requirement: 18</p>	
Challenge Judging Queuer	<p>-Manages team traffic to and from the judging areas.</p> <p>-Queuers play a critical role in ensuring smooth flow of traffic and maintenance of overall event pace.</p> <p>-May need to restrict access to judging rooms from unauthorized individuals.</p> <p>-Helps keep teams in order and ready to be seen by judges.</p> <p>-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> <p>Prerequisite: <i>FIRST</i> experience preferred, but not required.</p> <p>Days/Hours: Thursday and/or Friday, 7:45 AM – 4 PM, each day. Not required to volunteer in this role for the full day and may be assigned in shifts.</p> <p>Number of Volunteers in Role: 6</p> <p>Minimum Age Requirement: 15</p>	Lead Judge Queuer
Challenge Lead Judging Queuer	<p>Lead Queuers manage the flow of teams to and from their designated area. Lead judge queuers will</p> <p>-Work with the tournament director and the Judge Advisor to create paths to and from the pit area to the judging area.</p> <p>-Create and manage a safe, orderly flow of teams to and from the judging area</p> <p>-Properly stage teams in holding areas, while ensuring the proper numbers of teams are in the queue.</p> <p>Prerequisite: Previous experience as a queuer.</p> <p>Days/Hours: Thursday and Friday, 7:45 AM – 4 PM, each day.</p> <p>Number of Volunteers in Role: 1</p> <p>Minimum Age Requirement: 15</p>	Judge Advisor
Challenge Lead Robot Game Queuer	<p>Lead Queuers manage the flow of teams to and from their designated area. Lead robot game queuers will</p> <p>-Work with the tournament director and the field manager to create unrestricted paths to and from the pit area to the robot game area.</p>	Field Manager

	<ul style="list-style-type: none"> -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. <p>Prerequisite: Previous experience as a queuer. Days/Hours: Wednesday - Saturday, 7:45 AM – 4 PM. Number of Volunteers in Role: 1 Minimum Age Requirement: 18</p>	
On-Site Volunteer Coordinator	<ul style="list-style-type: none"> -Responsible for checking-in all <i>FIRST</i> LEGO League volunteers as they arrive for their scheduled shifts. -Assists with assigning walk-on volunteers. -Work with Volunteer Coordinators to ensure a positive volunteer experience. -Serves as an on-site point of contact for all scheduled <i>FIRST</i> LEGO League volunteers. -Assists with other tasks as needed. <p>Prerequisite: <i>FIRST</i> experience required. <i>FIRST</i> Data Protection training required. Days/Hours: Wednesday - Saturday, 7:00 AM – 4 PM. Virtual pre-event participation may be requested. Number of Volunteers in Role: 1 Minimum Age Requirement: 18</p>	Volunteer Coordinator
Pit Administrator	<ul style="list-style-type: none"> -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. <p>Prerequisite: <i>FIRST</i> LEGO League experience preferred, but not required. <i>FIRST</i> Data Protection training required. Days/Hours: Wednesday – Saturday, 7 AM – 5 PM (varies on day). Number of Volunteers in Role: 4 Minimum Age Requirement: 21</p>	Volunteer Coordinator
Challenge Pit Runner	<ul style="list-style-type: none"> -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. <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Days/Hours: Thursday and/or Friday, 8:45 AM – 4 PM, each day. Not required to volunteer in this role for the full day and may be assigned in shifts. Number of Volunteers in Role: 6 Minimum Age Requirement: 15</p>	Lead Robot Game Queuer

<p>Challenge Practice Table Manager</p>	<ul style="list-style-type: none"> -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. <p>Prerequisite: General knowledge of the <i>FIRST</i> LEGO League robot game table. <i>FIRST</i> experience preferred, but not required. Days/Hours: Thursday - Saturday, 7:00 AM – 4 PM. Number of Volunteers in Role: 1 Minimum Age Requirement: 18</p>	<p>Volunteer Coordinator</p>
<p>Challenge Practice Table Attendant</p>	<ul style="list-style-type: none"> -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. <p>Prerequisite: General knowledge of the <i>FIRST</i> LEGO League robot game table. <i>FIRST</i> experience preferred, but not required. Days/Hours: Thursday - Saturday, 7:00 AM – 4 PM. Not required to volunteer in this role for the full day and may be assigned in shifts. Number of Volunteers in Role: 12 Minimum Age Requirement: 18</p>	<p>Practice Table Manager</p>
<p>Challenge Referee</p>	<ul style="list-style-type: none"> -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 <i>FIRST</i> Core Values while monitoring match play. <p>Prerequisite: Thorough knowledge of the competition game and rules of play. Current season experience as a referee at a Championship event. Training required. Days/Hours: Thursday - Saturday, 7:45 AM – 4 PM. Wednesday Training. Must be available for both Thursday and Friday. Pre-event participation may be requested. Number of Volunteers in Role: 18 Minimum Age Requirement: 18</p>	<p>Head Referee</p>
<p>Explore Reviewer</p>	<p>-Visits teams in the main festival display area and/or meet with teams in a separate area</p>	<p>Head Reviewer</p>

	<ul style="list-style-type: none"> -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 Days/Hours: Friday - Saturday, 9 AM – 4 PM. Must be available for both Friday and Saturday. Pre-event participation/training may be requested. Number of Volunteers in Role: 12 Minimum Age Requirement: 18</p>	
Challenge Robot Game Queuer	<ul style="list-style-type: none"> -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. <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Days/Hours: Thursday and/or Friday, 7:45 AM – 4 PM, each day. Not required to volunteer in this role for the full day and may be assigned in shifts. Number of Volunteers in Role: 8 Minimum Age Requirement: 15</p>	Lead Robot Game Queuer
Team Activities	<ul style="list-style-type: none"> -Help to supervise the activities available for team members and spectators in the <i>FIRST</i> LEGO League area at the event. <p>Prerequisite: <i>FIRST</i> experience not required Days/Hours: Thursday and/or Friday, 9 AM – 4 PM, each day. Not required to volunteer in this role for the full day and may be assigned in shifts. Number of Volunteers in Role: 8-10 Minimum Age Requirement: 15</p>	Volunteer Coordinator
Reviewing Queuer	<ul style="list-style-type: none"> -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</p>	Head Reviewer
Technical Manager	<p>Key Volunteer Role <i>Identified and Assigned by Event Manager</i></p>	Event Manager

	<ul style="list-style-type: none"> -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. <p>Prerequisite: Basic knowledge of the competition games, rules, and table set-up. Previous <i>FIRST</i> LEGO League Challenge experience. Training required.</p> <p>Days/Hours: Tuesday – Saturday, full day. Pre-event participation required.</p> <p>Number of Volunteers in Role: 1</p> <p>Minimum Age Requirement: 21</p>	
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***Volunteer Minimum Age Requirement**

15 years old—the minimum age requirement for a *FIRST* volunteer at *FIRST* Championship. No age exceptions are permitted for the championship event. Individuals under the age of 15 will not be accepted as walk-on volunteers at *FIRST* Championship.

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.

** Volunteer needs, such as hours or number of volunteers per role, may change leading up to the current year Championship event.