



Volunteer Role Descriptions

Our amazing volunteers make our robotics events happen! We have a variety of opportunities for both technical and non-technical volunteers. Roles are divided into three categories: Judges/Dean's List, Match Support, and Event Support. Scroll through this list and see which roles suit you best.

Contact us with any questions: volunteer@firstchesapeake.org

FTC VOLUNTEER ROLES - JUDGES & DEAN'S LIST

Judges have the important task of interviewing teams and deliberating for awards. Both technical and non-technical judges are needed to evaluate teams. Dean's List Interviewers work in pairs to interview nominated students. These roles provide a unique opportunity to interact with team members.

ROLE NAME	ROLE DESCRIPTION
Judge	<p>Judges select team award recipients through interaction with teams. Documentation regarding team background information is provided to familiarize judges with teams. You must be at least 21 years of age to serve in this role. You must be at least 3 years removed from a team to serve in this role. This role requires 3-4 hours of online training prior to the event.</p> <ul style="list-style-type: none">• Interview and observe teams in the judging rooms, the pit, and on the playing field• Review team introduction sheet• Participate on Judge panel to decide team award recipients <p>Reporting: Judges report to the Judge Advisor</p>
Judge Advisor (JA)	<p>The Judge Advisor coordinates the judging process, including training Judges, scheduling the judging interviews, facilitating group deliberation sessions, ensuring the award decisions are made, and overseeing the writing of the awards script. The Judges, Judge Assistant, and Judge Match Observers look to the Judge Advisor for training materials, schedules, and other general questions throughout the event. You must be at least 21 years of age to serve in this role. You must be at least 3 years removed from a team to serve in this role.</p> <ul style="list-style-type: none">• Review expectations for the day and the schedule with the Judges and Assistants• Receive list of teams registered for the event and any that have received the Inspire Award• Confirm if Promote or Compass Awards will be given and if so, receive a list of prior winners, and determine judging process for these awards• Secure match scores and rankings from the Scorekeeper to provide data to Judges throughout the event as needed <p>Prerequisite: Previous experience as a Judge or Judge Advisor.</p> <p>Reporting: The Judge Advisor reports to the Event Manager</p>
Judge Match Observer (JMO)	<p>Judge Match Observers watch the action on the field, and collect data on the quality of the robot performance. The Judge Advisor chooses the Judge Match Observers from the team of judges. You must be at least 21 years of age to serve in this role. You must be at least 3 years removed from a team to serve in this role.</p> <p>Reporting: The Judge Match Observer reports to the Judge Advisor.</p>
Judge Advisor Assistant (JAA) Dean's List Interviewer	<p>The Judge Advisor Assistant works directly with the Judge Advisor. The Judge Advisor Assistant is not a Judge, does not interview teams, and does not participate in the awards recipient selection process. This role requires online training prior to the event.</p> <ul style="list-style-type: none">• Assist Judge Advisor to keep Judge panel on schedule and performs other duties as assigned by the Judge Advisor• Provide clerical assistance, i.e., type awards scripts on laptop• Organize and ensure all materials and supplies needed are available, and correctly placed on tables• Breakdown of Judge Room at end of competition, repack <i>FIRST</i> materials, return materials to Volunteer Coordinator <p>Reporting: The Judge Advisor Assistance reports to the Judge Advisor</p>
Judge Queuer	<p>The Judge Queuer manages team traffic during the judging interviews. This role is a part-day role, in the morning.</p> <p>Reporting: The Judge Queuer reports to the Volunteer Coordinator and the Judge Advisor.</p>

FTC VOLUNTEER ROLES - JUDGES & DEAN'S LIST

ROLE NAME	ROLE DESCRIPTION
Dean's List Interviewer	<p>A Dean's List Interviewer is responsible for interviewing Dean's List Semi-finalists and writing notes for each student. Interviews are 5-7 minutes each and take place at events. Interviewers spend time reviewing the student's nomination prior to the interview taking place. This is a part-day role. This role requires online training and preparation.</p> <p>Prerequisite: Knowledge of <i>FIRST</i> Tech Challenge</p> <p>Reporting: The Dean's List Interviewer Reports to the Dean's List Coordinator</p>
Dean's List Coordinator	<p>The Dean's List Coordinator is responsible for coordinating the Dean's List interviews for the entire FTC season. This position requires good communication skills, professional skills, and organization skills. This role requires online training and preparation.</p> <p>Prerequisite: Knowledge of <i>FIRST</i> Tech Challenge, previous experience as a Dean's List Interviewer</p> <p>Reporting: The Dean's List Coordinator reports to the Judge Advisor</p>

FTC VOLUNTEER ROLES - MATCH SUPPORT

Match Support Volunteers run the robotics matches. Many of these roles require training or technical experience, but we are always looking for new recruits! You can "shadow" some of these roles as part of your training, or work your way up to some of the more technical roles.

ROLE NAME	ROLE DESCRIPTION
Control System Advisor (CSA)	<p>The CSA requires a high level of technical knowledge and interpersonal skills, and can affect the quality of the event. You must be at least 18 years of age to serve in this role.</p> <ul style="list-style-type: none">• Assist Teams with Robot Control System related issues• Provide in-depth technical support to help teams troubleshoot and resolve robot and control system issues• Be experienced with Wi-Fi and Wi-Fi direct networking <p>Prerequisite: In-depth knowledge of the <i>FIRST</i> Tech Challenge Android-based control system and diagnostic tools</p> <p>Reporting: The CSA works in collaboration with the Field Technical Advisor (FTA) and/or Robot Inspectors, who may direct teams experiencing issues on the field or in the pits to the CSA for assistance.</p>
Field Manager	<p>The Field Manager participates in field set-up and maintenance, and directs activity on the field to ensure smooth execution of the matches. The Field Manager plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. You must be at least 18 years of age to serve in this role.</p> <ul style="list-style-type: none">• Setup construction in collaboration with the <i>FIRST</i> Tech Challenge Technical Advisor and Event Director• Direct the field reset process• Facilitate adherence to match timing• Monitor the placement of robots on the field• Collaborate with the Emcee and Event Director to monitor and adjust game pace, as needed• Observe and record team interactions, both exemplary behavior and behavior that is questionable <p>Prerequisite: Previous experience as a Referee or Head Referee required</p> <p>Reporting: The Field Manager reports to the Event Director</p>
Field Technical Advisor Assistant (FTAA)	<p>The Field Technical Advisor Assistant provides support to the FTA in the playing area during the competition, completes tasks as assigned by the FTA, and acts as the FTA if/when the FTA needs to leave the playing area to handle a robot problem, although any major decisions will be made by the FTA.</p> <p>Prerequisite: Previous experience in other roles including Field Reset, Field Supervisor, Scorekeeper, CSA, Robot Inspector, or Lead Robot Inspector. This role requires online training prior to the event.</p> <p>Reporting: The FTAA reports to the FTA</p>

FTC VOLUNTEER ROLES - MATCH SUPPORT

ROLE NAME	ROLE DESCRIPTION
Field Technical Advisor (FTA)	<p>The Field Technical Advisor (FTA) and Field Manager (FM) work together to keep the areas in and around the robot playing fields running smoothly. The FTA concentrates on the technical issues (robots, Scoring Software, etc.) and the FM is responsible for operational activities (team queuing, playing field reset, etc.). You must be at least 21 years of age to serve in this role.</p> <ul style="list-style-type: none">• Handle pre-match and post-match robot triage• Provide support to teams during Match set-up as needed• Explain technical issues that may have affected match play to Referees and students• Provide assistance for the scoring system• Perform all the Field Manager's responsibilities if the FTA and FM positions are combined. <p>Prerequisites: In-depth knowledge of the <i>FIRST</i> Tech Challenge Android-based control system and diagnostic tools. Previous experience in multiple other roles including Field Reset, Field Supervisor, Scorekeeper, FTAA, CSA, Robot Inspector, or Lead Robot Inspector. This role requires online training prior to the event.</p> <p>Reporting: The FTA reports to the Field Manager</p>
Field Inspector	<p>The Field Inspector ensures that every robot can successfully connect and compete in a match. The Field Inspector goes through the Field Inspection Checklist which includes verifying settings on the team's Android device and reminding the teams to stay on time for each match.</p> <ul style="list-style-type: none">• Verify that the team's Driver Station and Robot Controller have the correct software and operating system.• Verify that the Driver Station and Robot Controller's settings are in compliance with the rules in the Game Manual Part 1.• Conduct practice matches to ensure the Drivers Station connects with the Robot Controller.• Help the teams to be successful.• Be fair and apply the same level of thoroughness for every team. <p>Prerequisites: In-depth knowledge of the <i>FIRST</i> Tech Challenge Android based control system and diagnostic tools.</p> <p>Reporting: The Field Inspector reports to the Lead Field Inspector.</p>
Lead Field Inspector	<p>The Lead Field Inspector supervises the Field Inspectors and acts as a resource to the Field Inspectors performing the inspections. You must be at least 21 years of age to serve in this role.</p> <p>Prerequisites: Previous experience as a Field Inspector. This role requires online training prior to the event.</p> <p>Reporting: The Lead Field Inspector reports to the FTA</p>
Referee	<p>The Referee observes team matches, identifies rule violations, and "calls" them. Referees play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. You must be at least 21 years of age to serve in this role. You must be at least 3 years removed from a team to serve in this role. This role requires online training prior to the event.</p> <ul style="list-style-type: none">• Observe matches, "call" rule violations; determine penalties.• Help teams to avoid rule violations.• Communicate penalties/rule violations to the Scorekeeper throughout the match.• Participate in deliberations regarding contested calls.• Monitor, promote safe practices on and around the playing field <p>Reporting: The Referee reports to the Head Referee</p>
Head Referee	<p>The Head Referee oversees all the referees at the event. Refereeing at <i>FIRST</i> competitions is different from a traditional sporting event because the Referees help the competitors to avoid breaking the rules of the Game. You must be at least 21 years of age to serve in this role. You must be at least 3 years removed from a team to serve in this role. This role requires online training prior to the event.</p> <ul style="list-style-type: none">• Observes matches• Identifies rule violations, and "calls" them.• Ensures smooth flow of match play and maintain the pace of the event.• Oversees and guides the referee team <p>Prerequisite: Previous experience as a Referee or Head Referee.</p> <p>Reporting: The Head Referee reports to the Event Manager</p>

FTC VOLUNTEER ROLES - MATCH SUPPORT

ROLE NAME	ROLE DESCRIPTION
Robot Inspector	<p>The Robot Inspector ensures every robot follows the guidelines outlined in <i>FIRST</i> Tech Challenge Game Manual Part 1, and are ready to compete on the field. The inspection process involves filling out a checklist for every robot and placing a label or other unique tag on the robot after it passes inspection. This role requires online training prior to the event.</p> <ul style="list-style-type: none">• Go through the inspection sheet with the team• Assess the team's robot and identify anything that is not in compliance with the rules• Identify potential areas of entanglement (loose cables)• Help the team to be successful <p>Reporting: The Robot Inspector reports to the Lead Robot Inspector</p>
Lead Robot Inspector	<p>The Lead Robot Inspector supervises the Robot Inspectors and acts as a resource to the Robot Inspectors performing the inspections. You must be at least 21 years of age to serve in this role. This role requires online training prior to the event.</p> <p>Prerequisite: Previous experience as a Robot Inspector</p> <p>Reporting: The Lead Robot Inspector reports to the FTA</p>
Scorekeeper	<p>The Scorekeeper manages and operates the scoring system, and plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. This is a fast-paced role that requires attention to detail. This role requires online training prior to the event.</p> <ul style="list-style-type: none">• Set up the scoring system; ensure equipment functions properly• Coordinate with the referees and the game announcers to start matches• Post match results• Assist with breakdown of Scoring System and Field <p>Reporting: The Scorekeeper reports to the Lead Scorekeeper</p>
Lead Scorekeeper	<p>The Lead Scorekeeper makes sure that the Scoring System is handled correctly and that match scores are entered accurately. You must be at least 21 years of age to serve in this role. This role requires online training prior to the event.</p> <ul style="list-style-type: none">• Determine that the scorekeeping system is set up and functioning properly• Maintain the flow of the event• Provide information to the teams and to the audience <p>Prerequisite: Previous experience as a Scorekeeper</p> <p>Reporting: The Scorekeeper reports to the Field Manager</p>
Pit Administrator	<p>The Pit Administrator is responsible for running the Pit Admin table.</p> <ul style="list-style-type: none">• Assist the Lead Pit Administrator in managing activities in the pit area including coordination of pit administration table and team interface.• Handle Team Check-in and Team paperwork• Collaborate with Emergency Medical Technicians <p>Prerequisite: Familiarity with FTC procedures, attention to detail</p> <p>Reporting: The Pit Administrator reports to the Lead Pit Administrator</p>
Lead Pit Administrator	<p>The Lead Pit Administrator is responsible for setting up and organizing the pit area.</p> <ul style="list-style-type: none">• Train the pit area volunteers.• Manage all activities in the pit area including coordination of pit administration table and team interface.• Oversee all Team paperwork and information flow concerning teams.• Collaborate with Emergency Medical Technicians <p>Prerequisite: Previous experience as a Pit Administrator</p> <p>Reporting: The Lead Pit Administrator reports to the Event Director</p>
Field Reset	<p>The Field Reset repairs and resets the playing field after each team match. The Field Reset plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.</p> <ul style="list-style-type: none">• Reset the field after each team match• Check the field for debris after match, remove• Check the field for damage; repair/replace as needed• Distribute and collect alliance flags from the teams <p>Reporting: The Field Reset reports to the Field Manager</p>

FTC VOLUNTEER ROLES - MATCH SUPPORT

ROLE NAME	ROLE DESCRIPTION
Queuer	<p>The Queuer manages team traffic to and from the playing field. The Queuer plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.</p> <ul style="list-style-type: none">• Stage and position teams in preparation for the start of matches• Escort teams from the pit to the queuing area• Restrict access to the field for unauthorized individuals• Maintain an uninterrupted flow of teams to the playing field• Facilitate team departure from the field <p>Reporting: The Queuer reports to the Lead Queuer</p>
Lead Queuer	<p>The Lead Queuer works with the Event Director and the Field Tech Advisor (FTA) to create unrestricted paths to and from the pit area to the competition area. The Lead Queuer is an important part of the event management team.</p> <ul style="list-style-type: none">• Create and manage a safe, orderly flow of robots and teams to and from the competition• Assist in keeping all the matches running on time• Stage alliances in holding areas• Ensure that the proper numbers of teams are in the queue• Direct the Queuers in maintaining a smooth flow of match play <p>Prerequisite: Previous experience as a Queuer</p> <p>Reporting: The Lead Queuer reports to the FTA and the Event Director</p>
Game Announcer	<p>The Game Announcer is vital to a successful event. The Game Announcer works with the Emcee.</p> <ul style="list-style-type: none">• Introduce teams• Provide play-by-play commentary• Announce the scores <p>Prerequisites: Comfortable with public speaking, previous experience is a plus. Enthusiastic, can motivate a crowd. Familiarity with the game play.</p> <p>Reporting: The Game Announcer reports to the Field Manager</p>
Emcee	<p>The Emcee is the primary individual responsible for setting the tone of the competition. The Emcee creates and sustains an exciting and fun atmosphere throughout the event. The Emcee is the most visible presence at the event, embodying the spirit of <i>FIRST</i> as an exemplary <i>FIRST</i> ambassador. The Emcee plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.</p> <ul style="list-style-type: none">• Commentate the opening and closing ceremonies and <i>FIRST</i> Tech Challenge matches• Provide spectators and teams an overview of game and the basic rules frequently throughout event• Announce teams participating in matches• Keep spectators informed of competition agenda and status; seek and announce unique information specific to individual teams• Host the opening ceremony and the awards ceremony <p>Prerequisites: Experience with public speaking. Enthusiastic, can motivate a crowd. Familiarity with the game play.</p> <p>Reporting: The Emcee reports to the Field Manager</p>
Practice Field Monitor	<p>The Practice Field Monitor supervises the practice field area, including monitoring team use of the field and game elements. This is a part day role.</p> <p>Reporting: The Practice Field Monitor reports to the Lead Pit Administrator</p>
AV/Production	<p>The AV / Production Volunteer provides technical support to behind-the-scenes operations such as computers, AV equipment, streaming, and more. Assists with technical set-up for the event.</p> <p>Prerequisite: Technical knowledge and computer skills</p> <p>Reporting: The AV/ Production Volunteer reports to the Lead AV/Production.</p>
Lead AV/Production	<p>The AV/Production Lead is in charge of behind -the-scenes technical needs, such as computers, AV equipment, streaming, and more. The Lead AV/Production trains the AV/Production volunteers.</p> <p>Prerequisite: Technical knowledge and computer skills, previous experience as AV/Production.</p>

FTC VOLUNTEER ROLES - EVENT SUPPORT

Event Support Volunteers help keep the event running smoothly. Many of these roles are part-day roles, so they are perfect if you just have a few hours to volunteer.

ROLE NAME	ROLE NAME
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Crowd Control Volunteer	<p>The Crowd Control Volunteer smooths pedestrian traffic flow throughout the facility, and monitors the audience.</p> <ul style="list-style-type: none">• Keep aisles, hallways, and team traffic pathways clear in the pit and near the playing field• Limit team, volunteer, and public access to field• Monitor access to designated judge areas <p>Reporting: The Crowd Control Volunteer reports to the Volunteer Coordinator.</p>
Floater	<p>The Floater provides assistance in various areas. They frequently help with last-minute tasks identified by event staff. Floaters also fill volunteer positions for volunteers who signed up for a position but are unable to attend the event.</p> <p>Reporting: The Floater starts out reporting to the Volunteer Coordinator, then reports as assigned.</p>
Volunteer Coordinator	<p>The Volunteer Coordinator manages and inspires the volunteers for an event. <i>FIRST</i> relies heavily on dedicated volunteers to help staff and execute successful events. You must be at least 21 years of age to serve in this role. This role requires online training prior to the event, along with meetings and other work prior to the event.</p> <ul style="list-style-type: none">• Recruit volunteers.• Be available as primary contact for all volunteers• Work closely with the event planning committee• Ensure that all volunteers have appropriate training, event schedules, and clear expectations for the day of the event• Work with the Event Director and <i>FIRST</i> Chesapeake during the event <p>Prerequisite: Previous experience managing and communicating with multiple volunteers.</p>
Welcome Desk & Volunteer Check-In	<p>The Welcome Desk & Volunteer Check-In person greets everyone who walks into the event. Having a friendly personality is a plus, as well as being organized. You must be at least 21 years of age to serve in this role. This can be a part-day role.</p> <ul style="list-style-type: none">• Check-In volunteers, hand out badges and shirts and other items as needed• Welcome guests and provide information• Be the initial point of contact for anyone walking in the door <p>Reporting: The Welcome Desk & Volunteer Check-In reports to the Volunteer Coordinator.</p>
Disc Jockey	<p>The Disc Jockey plays high-energy, appropriate music throughout the Competition.</p> <ul style="list-style-type: none">• Monitor the energy of the crowd• Increase or decrease musical selections based on crowd enthusiasm• Work with the Emcee and AV/Production Lead to coordinate music for the awards ceremony <p>Prerequisite: Experience as a Disc Jockey or related experience</p>
Load-In Volunteer	<p>The Load-In Volunteer helps to set-up the event before the competition. This work is done on either a Friday or a Saturday.</p> <p>Reporting: The Load-In Volunteer reports to the Volunteer Coordinator, as well as others.</p>
Load-Out Volunteer	<p>The Load-Out Volunteer helps to tear down the event after the competition. This work is done on either a Saturday or Sunday afternoon/evening. This is a part-day role.</p> <p>Reporting: The Load-Out Volunteer reports to the Volunteer Coordinator, as well as others.</p>
Photographer	<p>The Photographer captures images of the Competition for archival purposes and future publicity.</p> <p>Reporting: The Photographer reports to the Event Manager.</p>