



FIRST® LEGO® League is currently seeking Volunteers to assist with the FIRST® LEGO® League World Festival. This unique event experience celebrates the INTO ORBITSM Challenge season and takes place in Houston, Texas from April 17 – 20, 2019, and in Detroit, Michigan April 24 – 27, 2019. If you would like more information on volunteering, please contact Kathleen McArdle (kmcardle@firstinspires.org) for Houston and Kathy Levine (klevine@firstinspires.org) for Detroit.

Volunteers will interact with FIRST LEGO League teams from around the world and serve as role models for youth ages 9 – 16 by helping to make the World Festival experience welcoming, fun and exciting. *Volunteer time truly makes a difference in the success of this event.*

To be considered for a World Festival volunteer position, all interested volunteers must first register in the Volunteer Registration system. Please visit your account on the FIRST® website at www.firstinspires.org or create an account if you are new to FIRST. For additional information, please feel free to review the [Volunteer Registration User Guide](#). World Festival volunteer registration is now open.

Volunteers are responsible for their own travel and hotel expenses. Meals during volunteer working shifts are provided. Volunteer shirts are provided as appropriate for each position.

Positions that do not require training or FIRST LEGO League experience are filled on a first-come, first-served basis beginning in October and continuing until all volunteer roles have been filled, which usually occurs in early March. For multi-day roles, preference is given to volunteers who can commit to the same volunteer role for more than one day.

Available Volunteer Positions at World Festival Houston, TX and Detroit, MI:

- Assistant Scorekeeper
- Field Resetter
- Judge Assistant
- Judging Queuer
- Judges
 - Project Judge
 - Core Values Judge
 - Robot Design Judge
- Load-In/Load-Out
- Practice Table Assistant
- Pit Runners
- Robot Game Queuer
- Referee
- Team Registration Assistant
- Rehearsal Room Coordinator
- Score Runner
- Usher



Assistant Scorekeeper

Position Summary: Assists the scorekeeper in entering the Robot Game scores into the computer from the referees' score sheets. Assistant helps Scorekeeper verify accuracy of entries.

Benefits of the Position:

- Opportunity to observe robot game matches
- Opportunity to contribute to the success of the competition flow
- Opportunity to work in an exciting, fun, highly-charged environment

Activities and Responsibilities:

- Attend training
- Help set-up the scorekeeping system; ensure equipment functions properly
- Help enter scores in scoring computer from score sheets provided by score runners to verify accuracy
- Assist with breakdown of scoring system and Field

Experience and Skills Needed:

- Ability to collaborate with others, work as a member of a team
- Solid computer skills
- Detail oriented; driven to achieve high level of accuracy
- Ability to sit for long periods of time
- *FIRST* experience not required

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. – position training
- Thursday 8:00 a.m. - 3:30 p.m. and
- Friday 8:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:

- Scorekeeper and field manager provide direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Field Resetter

Position Summary: Repairs and resets the robot game Field after each team match. The field resetter plays a critical role in ensuring smooth flow of match play and maintaining pace of the event. Duties need to be performed efficiently and precisely. Position serves as role model for team members.

Benefits of the Position:

- Opportunity to observe robot game matches
- Interacts with teams
- High visibility role
- Opportunity to contribute to the success of the competition flow
- Opportunity to work in an exciting, fun, highly-charged environment



Activities and Responsibilities:

- Attend training
- Reset Field after each team match
- Check Field after match for debris and remove
- Check Field for damage; fix/replace as needed
- Retrieve objects that fall outside the playing Field
- Supervise the teams collecting their robot and attachments to assure that Field pieces are not taken inadvertently
- Prepare Field at end of day for the following day's play

Experience and Skills Needed:

- Ability to collaborate with others, work as a member of a team
- Ability to take direction
- Ability to effectively relate to youth
- Physically active role; ability to stand for entire working time and move quickly about the Field.
- Basic knowledge of the *FIRST* LEGO League robot rules and INTO ORBITSM field set-up preferred
- Regional *FIRST* LEGO League experience as a field resetter this season preferred

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. – position training
- Thursday 8:00 a.m. - 3:30 p.m. AND
- Friday 8:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision

- Head referee provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Judge Assistant

Position Summary: Position manages team traffic before and after judging sessions. Responsible for keeping judging sessions on schedule, keeping waiting teams quiet, and assuring teams are in their correct judging location. (The judge assistant does not interview teams or participate in awards selection process).

Benefits of the Position:

- Interacts with teams
- Opportunity to work with Judges
- Opportunity to contribute to the success of the judging flow

Activities and Responsibilities

- Attend training
- Assist judge advisor to keep judge panel on schedule
- Respond to team questions and needs
- Respond to judge questions and needs
- Assist with breakdown and packing of judging rooms



- Assist judge advisor in preparation for awards ceremony (3 volunteers)
- Other duties as required to ensure smooth judging flow

Experience and Skills Needed:

- Outgoing personality
- Ability to effectively relate to youth and adults
- Strong interpersonal/communication skills
- Ability to stand for long periods of time
- Three Friday volunteers need literacy in Microsoft Office, and must have good organization skills
- No *FIRST* experience needed

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. - position training
- Thursday 7:30 a.m. - 5:30 p.m.
- Friday 8:30 a.m. - 5:00 p.m. (three volunteers)

Reporting Relationships and Supervision:

- Judge advisor, head judges, and head judge assistant provide direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator and *FIRST* LEGO League staff person supporting judging.

Judging Queuer

Position Summary: Serves as messenger to teams by providing and distributing critical information. Helps find teams and move them to judging queuing area at the correct time. Plays a vital role in maintaining the pace of the event.

Benefits of the Position:

- Interacts with teams
- Opportunity to work in exciting, fun, highly-charged environment

Activities and Responsibilities:

- Notify teams of information and/or guide teams to different areas
- Answer questions from teams and guests

Experience and Skills Needed:

- Strong interpersonal/communication skills
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- Ability to move quickly from one area to another
- Ability to take direction
- *FIRST* experience not required

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. - position training
- Thursday 7:30 a.m. – 3:30 p.m.

Reporting Relationships and Supervision:



- Head judging queuer provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Project Judge

Position Summary: Evaluates teams based on *FIRST* LEGO League Project rubric through interaction with teams. Contributes to the deliberative process for selecting award recipients. Position serves as a role model for the team members. May assist in award ceremony script writing for teams observed.

Benefits of the Position:

- Interacts with teams
- High visibility role
- Significant level of responsibility
- Opportunity to impact positively quality of event and team experience
- Judges' polo shirts provided

Activities and Responsibilities:

- Interview and observe teams in the judging rooms, pit, and on the playing Field
- Participate on judge panel to decide team award recipients
- Participate in the closing ceremony and assist with award presentations to teams

Experience and Skills Needed:

- Strong assessment skills
- Strong interpersonal/communication skills
- Ability to relate effectively to youth and adults
- Ability to collaborate with others, work as a member of a team
- Superior knowledge of *FIRST* LEGO League, of award criteria and selection process
- Ability to move about the facility
- Experience as a project judge at a *FIRST* LEGO League Championship Tournament this season strongly preferred
- Current season *FIRST* LEGO League certification as Project Judge

Training: Mandatory completion and passing of *FIRST* LEGO League Judge and Project Judge Certification are required by March 15 (approximately 1-2 hours).

Tentative Schedule of Activities (Thursday and Friday are both REQUIRED):

- Wednesday, 3:30 p.m. - 5:00 p.m. - mandatory judge orientation and training
- Thursday 7:30 a.m. - 5:00 p.m. - Judging Sessions
- Friday 7:00 a.m. - 5:00 p.m. (or possibly later) – Team visits, deliberation and award determination
- Saturday 10:00 a.m. - 11:00 a.m. – Medal Ceremonies and 3:00 p.m. - 5:00 p.m. - Closing ceremonies (optional)

Reporting Relationships and Supervision:

- Judge advisor and head judges provide direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator and *FIRST* LEGO League staff person supporting judging.



Core Values Judge

Position Summary: Evaluates teams based on *FIRST* LEGO League Core Values rubric through interaction with teams. Contributes to the deliberative process for selecting award recipients. Position serves as a role model for the team members. May assist in award ceremony script writing for teams observed.

Benefits of the Position:

- Interacts with teams
- High visibility role
- Significant level of responsibility
- Opportunity to impact positively quality of event and team experience
- Judges' polo shirts provided

Activities and Responsibilities:

- Interview and observe teams in the judging rooms, pit, and on the playing Field
- Participate on judge panel to decide team award recipients
- Participate in the closing ceremony and assist with award presentations to teams

Experience and Skills Needed:

- Strong assessment skills
- Strong interpersonal/communication skills
- Ability to relate effectively to youth and adults
- Ability to collaborate with others, work as a member of a team
- Superior knowledge of *FIRST* LEGO League, of award criteria and selection process
- Ability to move about the facility
- Experience as a core values judge at an *FIRST* LEGO League Championship tournament this season strongly preferred
- Current season *FIRST* LEGO League certification as core values judge

Training: Mandatory completion and passing of *FIRST* LEGO League Judge and Core Values Judge Certification are required by March 15 (approximately 1-2 hours).

Tentative Schedule of Activities (Thursday and Friday are both REQUIRED):

- Wednesday, 3:30 p.m. - 5:00 p.m. - mandatory judge orientation and training
- Thursday 7:30 a.m. - 5:00 p.m. - Judging sessions
- Friday 7:00 a.m. - 5:00 p.m. (or possibly later) – Team visits, deliberation and award determination
- Saturday 10:00 a.m. - 11:00 a.m. – Medal ceremonies and 3:00 p.m. - 5:00 p.m. - Closing ceremonies (optional)

Reporting Relationships and Supervision:

- Judge advisor and head judges provide direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator and *FIRST* LEGO League staff person supporting judging.



Robot Design Judge

Position Summary: Evaluates teams based on *FIRST* LEGO League Robot Design rubric through interaction with teams. Contributes to the deliberative process for selecting award recipients. Position serves as a role model for the team members. May assist in award ceremony script writing for teams observed.

Benefits of the Position:

- Interacts with teams
- High visibility role
- Significant level of responsibility
- Opportunity to impact positively quality of event and team experience
- Judges' polo shirts provided

Activities and Responsibilities:

- Interview and observe teams in the judging rooms, pit, and on the playing Field
- Participate on judge panel to decide team award recipients
- Participate in the closing ceremony and assist with award presentations to teams

Experience and Skills Needed:

- Strong assessment skills
- Strong interpersonal/communication skills
- Ability to relate effectively to youth and adults
- Ability to collaborate with others, work as a member of a team
- Superior knowledge of *FIRST* LEGO League, of award criteria and selection process
- Understanding of engineering principles and/or computer programming
- Ability to move about the facility
- Experience as a Robot Judge at an *FIRST* LEGO League Championship tournament this season strongly preferred
- Current season *FIRST* LEGO League certification as robot design judge

Training: Mandatory completion and passing of *FIRST* LEGO League Judge and Robot Design Judge Certification are required by March 15 (approximately 1-2 hours).

Tentative Schedule of Activities (Thursday and Friday are both REQUIRED):

- Wednesday 3:30 p.m. - 5:00 p.m. - mandatory judge orientation and training
- Thursday 7:30 a.m. - 5:00 p.m. - Judging sessions
- Friday 7:00 a.m. - 5:00 p.m. (or possibly later) – Team visits, deliberation and award determination
- Saturday 10:00 a.m. - 11:00 a.m. – Medal Ceremonies and 3:00 p.m. - 5:00 p.m. - Closing ceremonies (optional)

Reporting Relationships and Supervision:

- Judge advisor and head judges provide direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator and *FIRST* LEGO League staff person supporting judging.



Load-in/Load-out

Position Summary: 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, behind-the-scenes role.

Experience and Skills Needed:

- *FIRST* experience not required
- Ability to lift 25 pounds and move about the facility

Tentative Schedule of Activities:

- Tuesday 10:00 a.m. - 5:00 p.m. (possible evening hours)

Reporting Relationship and Supervision:

- *FIRST* LEGO League staff leads in designated areas (Robot Game, pits, etc.)
- Oversight by *FIRST* LEGO League volunteer coordinator.

Pit Runner

Position Summary: Serves as messenger to teams by providing and distributing critical information. Helps find teams and move them to robot game queuing area at the correct time. Plays a vital role in maintaining the pace of the event.

Benefits of the Position:

- Interacts with teams
- Opportunity to work in exciting, fun, highly-charged environment

Activities and Responsibilities:

- Notify teams of information and/or guide teams to different areas
- Answer questions from teams and guests
- Assist with distribution of match list to teams as needed
- Assist with breakdown and packing of *FIRST* LEGO League pits

Experience and Skills Needed:

- Strong interpersonal/communication skills
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- Ability to move quickly from one area to another
- Ability to take direction
- *FIRST* experience not required

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. - position training (if available to attend)
- Possible workday(s)
 - Wednesday 1:00 p.m. – 5:00 p.m. (provide security around robot game area)
 - Thursday 7:30 a.m. – 3:30 p.m.
 - Friday 8:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:



- Head robot game queuer provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Practice Table Assistant

Position Summary: Provides direction, assistance, information, and support to teams at practice tables in the pit. Position helps manage the practice table schedule and oversight of Field model pieces.

Benefits of the Position:

- Interacts with teams
- Opportunity to observe teams' robots perform

Activities and Responsibilities:

- Assist with practice table sign-up
- Assist with re-setting practice tables as needed
- Answer questions from teams and guests
- Assist with breakdown and pack up practice tables on Friday

Experience and Skills Needed:

- Strong interpersonal/communication skills
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- Ability to take direction
- *FIRST* experience and a general knowledge of the *FIRST* LEGO League robot game table helpful

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. - position training (if available to attend)
- Possible Workday(s)
 - Thursday 7:00 a.m. - 5:00 p.m.; position training immediately preceding shift
 - Friday 7:00 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:

- Practice table manager provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Robot Game Queuer

Position Summary: Manages team traffic around the playing Field; stages and positions teams in preparation for the start of robot game matches. Position plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

Benefits of the Position:

- Opportunity to observe robot game matches
- Interacts with teams
- Opportunity to contribute to the success of the competition flow



- Opportunity to work in an exciting, fun, highly-charged environment

Activities and Responsibilities:

- Attend training
- Stage and position teams for matches
- Restrict access to Field for unauthorized individuals
- Maintain an uninterrupted flow of teams to the playing Field
- Direct teams to competition tables and facilitate team departure from Field
- Assist with Field breakdown as asked

Experience and Skills Needed:

- Strong leadership, interpersonal, and communication skills
- Ability to effectively relate to youth and adults
- Ability to collaborate with others, work as a team member
- Ability to stand for long periods of time
- *FIRST* experience not required

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. - mandatory position training
- Thursday 8:00 a.m. - 3:30 p.m.
- Friday 8:30 a.m. - 5:00 p.m.

Reporting Relationship and Supervision:

- Field managers provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Referee

Position Summary: Observes team matches, identifies rule violations, assesses Field for scoring of matches and participates in deliberations regarding contested calls. Position works under the direction of the Head Referee. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Position serves as a role model for team members.

Benefits of the Position:

- Observes robot games; fast-paced action
- Interacts with teams and coaches
- High visibility role
- Significant level of responsibility
- Opportunity to positively impact quality of event and team experience
- Commemorative volunteer shirt provided (referee shirt provided while onsite)

Activities and Responsibilities:

- Put team members at ease
- Observe matches, "call" rule infractions, determine penalties
- Participate in deliberations regarding contested calls
- Complete and submit a scoring sheet after each match to score runners
- Participate in discussions with head referee and other referees to determine official match scores



- Monitor and promote sage practices on and around the playing field

Experience and Skills Needed:

- Ability to "take charge;" be assertive but tactful
- Superior knowledge of the *FIRST* LEGO League robot game rules and missions (including robot game updates)
- Outgoing personality; high energy
- Strong communication, diplomacy skills
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Ability to stand for long periods of time and quickly move about the Field
- Strong assessment skills
- *FIRST* LEGO League referee experience required, Championship experience as a referee for current season strongly preferred

Training: Advance understanding of current season robot game and all robot game rules required. Communication with head referee prior to the event. Mandatory training onsite Wednesday afternoon.

Tentative Schedule of Activities:

- Wednesday, 4:00 p.m. - 5:00 p.m. - Mandatory orientation and training
- Thursday 8:00 a.m. - 3:30 p.m. - Practice rounds
- Friday 8:30 a.m. - 5:00 p.m. - Competition rounds
- Saturday 10:00 a.m. - 11:00 a.m. – Medal ceremonies, and 3:00 p.m. - 5:00 p.m. - Closing ceremonies (optional)

Reporting Relationship and Supervision:

- Head referee provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Team Registration Assistant

Position Summary: Assists with *FIRST* LEGO League Team Registration. Position provides direction, assistance, and information to *FIRST* LEGO League coaches and other adults accompanying teams. Position distributes team materials.

Benefits of the Position:

- Interacts with coaches
- First 'face' of World Festival

Activities and Responsibilities:

- Assist with area set-up and breakdown
- Greet and check-in teams as they arrive; ensure all paperwork is complete and collected
- Distribute badges, registration materials, and other related items to teams
- Provide information and direction to teams and guests

Experience and Skills Needed:

- Ability to "take charge"; be assertive but tactful



- Cheerful and friendly; you are the first 'face' of *FIRST* LEGO League for World Festival
- Ability to collaborate with others, work as a team member
- Attention to detail
- *FIRST* experience helpful

Tentative Schedule of Activities:

- Wednesday 10:00 a.m. - 3:00 p.m. - position training immediately preceding shift

Reporting Relationships and Supervision:

- *FIRST* LEGO League staff person in charge of team registration provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Rehearsal Room Coordinator

Position Summary: Monitor the rehearsal rooms by managing the rehearsal room sign-up sheet and keeping the teams to their allotted time. Maintain communication with the pit to locate teams who are not at their assigned judging rooms. Ensure that the rooms are cleared between sessions and collect and return any items that teams may have left behind.

Benefits of the Position:

- Interacts with teams and coaches

Activities and Responsibilities:

- Ensure teams are at the rehearsal room on time
- Maintain rehearsal room schedule
- Help put teams at ease

Experience and Skills Needed:

- Ability to collaborate with others, work as a team member
- Ability to effectively relate to youth and adults

Tentative Schedule of Activities:

- Thursday 7:00 a.m. – 2:00 p.m. – position training immediately preceding shift

Reporting Relationships and Supervision:

- *FIRST* LEGO League volunteer coordinator and *FIRST* LEGO League staff supporting judging provides oversight

Score Runner

Position Summary: Expedites the scoring process by collecting the score sheets from the referees and bringing them to the scoring table.

Benefits of the Position:

- Opportunity to observe robot game matches
- Opportunity to contribute to the success of the competition flow



- Opportunity to work in an exciting, fun, highly-charged environment

Activities and Responsibilities:

- Bring score sheets from referees to assistant scorekeeper
- Assist with general Field or scorekeeping tasks as assigned
- May be asked to bring final round scores to judging room
- May assist with set-up and breakdown of scoring system and/or Field

Experience and Skills Needed:

- Self-directed individual
- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- *FIRST* experience not required

Tentative Schedule of Activities:

- Wednesday 4:00 p.m. – 5:00 p.m. - position training
- Possible Work Day(s)
 - Thursday 8:00 a.m. - 3:30 p.m.
 - Friday 8:30 a.m. - 5:00 p.m.

Reporting Relationships and Supervision:

- Scorekeeper and field manager provide direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.

Usher (*FIRST* LEGO League Encore and *FIRST* LEGO League Awards Ceremony)

Position Summary: Assists with organizing traffic flow during the *FIRST* LEGO League Events and Ceremonies. Ushers often hold other roles at World Festival.

Experience and Skills Needed:

- Ability to effectively relate to youth and adults
- Ability to stand for long periods of time
- *FIRST* experience not required

Possible Time Commitment:

- Saturday Morning (*FIRST* LEGO League Encore) – 9:30 a.m. – 12:00 p.m.

Reporting Relationships and Supervision:

- *FIRST* LEGO League staff leads in charge of encores provides direct supervision.
- Oversight by *FIRST* LEGO League volunteer coordinator.