



FIRST® LEGO® League Explore Volunteer Role Descriptions

Role	Description	Reports To
Ceremony Assistant	-Sets up and executes the closing celebration (required) -May also set up and execute the opening ceremony (if applicable) Prerequisite: <i>FIRST</i> experience preferred Minimum Age Requirement: 21	Festival Organizer
Emcee	-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 Prerequisite: <i>FIRST</i> LEGO League experience preferred, but not required Minimum Age Requirement: 18 and post HS or equivalent	Volunteer Coordinator
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 also might staff food stands and help with overall clean-up Prerequisite: <i>FIRST</i> LEGO League experience helpful, but not required Minimum Age Requirement: Dependent upon role assigned	Volunteer Coordinator
Head Reviewer	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 Prerequisite: <i>FIRST</i> LEGO League Explore reviewing experience Minimum Age Requirement: 21	Volunteer Coordinator
Load In/Load Out	-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 Prerequisite: <i>FIRST</i> experience not required Minimum Age Requirement: 13	Volunteer Coordinator

Reviewer	-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 Prerequisite: <i>FIRST</i> experience preferred, but not required Minimum Age Requirement: 15, 18 preferred	Head Reviewer
Team Activities	-Help to supervise the activities available for team members and spectators at the festival Prerequisite: <i>FIRST</i> experience not required Minimum Age Requirement: 15	Volunteer Coordinator
Team Queuer	-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 Prerequisite: <i>FIRST</i> experience preferred, but not required Minimum Age Requirement: 15; 13 with Parent	Volunteer Coordinator
Volunteer Coordinator	-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. 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	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.**