Volunteer Roles Overview

For detailed role information and to volunteer for events visit: [www.roboticseducation.org/volunteer](http://www.roboticseducation.org/volunteer)

This table describes the most common volunteer roles for local and regional events.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Physical Activity</th>
<th>Experience</th>
<th>Skills Needed</th>
</tr>
</thead>
</table>
| Emcee              | Provide the play-by-play during the tournament and informative program knowledge between matches. Add enthusiasm and energy, as well as a high level of engagement and understanding, for all event participants. | Constant standing or walking | Beginner   | • Experience is preferred but not required  
• Outgoing and charismatic communication style to engage and energize the audience  
• Work as a team with other volunteers  
• Think quickly and improvise                                                                 |                     |
| Field Reset        | Accurately reset the competition field after each match and assist the Field Manager or Head Referee as needed. Note: students with high energy and younger children do well in this role. | Constant standing or walking | Beginner   | • No experience is needed  
• Ability to review field diagrams to place game objects in correct location on the competition field  
• Move quickly around the field  
• Good listening skills                                                                                                               |                     |
| Field Manager      | Synchronize and coordinate all activity around the field and in the competition area. Keep all volunteers on schedule as to when to start/stop assigned tasks. Maintain a safe, active and fun atmosphere, along with directing all questions to the appropriate person(s). | Constant standing or walking | Advanced   | • Previous event experience is required, but not necessarily in this exact role  
• Lead a team effectively  
• Precise time management and adherence to strict schedule  
• Interact positively with students and coaches                                                                                       |                     |
| Head Referee       | Organize and oversee all Referee/Scorekeepers. Interpret and consistently enforce the rules of the game to score the match upon completion, and is the final authority for any disputes or rulings. Train Referees/Scorekeepers as needed. | Constant standing or walking | Advanced   | • Previous referee experience is required  
• Apply knowledge of the game and rules  
• Lead a team effectively  
• Interact positively with students and coaches  
• Arbitrate disputes fairly and quickly deescalate arguments                                                                          |                     |
| Inspector          | Conduct inspections to verify the robots comply with the rules and specifications outlined in the Game Manual.                                                                                             | Mix of sitting and walking | Intermediate | • Basic knowledge of robot construction and familiarity with VRC & VEX IQ Challenge parts  
• Collaborate with others as a team  
• Pay attention to detail  
• Follow inspection checklist                                                                                                           |                     |
<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Physical Activity</th>
<th>Experience</th>
<th>Skills Needed</th>
</tr>
</thead>
</table>
| Judge                | Evaluate student teams through interviews, Engineering Notebooks, multi-media presentations, and on the field performance. Present awards as needed.                                                        | Moderate          | Beginner  | • This role best served by ages 18 and up  
• Prefer some judging experience but will take beginners and train quickly  
• Pay attention to detail  
• Be impartial  
• Communicate effectively |
| Judge Advisor        | Organize and oversee the judging process at an event. Solicit, assign and train the Judges to prepare them for an event. Use the Judge’s Guide for reference and to help train the Judges. Present awards as needed. | Moderate           | Intermediate | • Previous judging experience required  
• Organize and lead a team  
• Pay attention to detail  
• Be impartial  
• Communicate effectively |
| Pit Admin            | Serve in a customer service role by assisting teams and guests with competition and venue related questions.                                                                                                 | Low               | Beginner  | • No experience required  
• Ability to troubleshoot issues  
• Communicate effectively |
| Pit Admin Assistant  | Serve in a customer service role by assisting teams and guests with competition and venue related questions.                                                                                                 | Mostly sitting    | Beginner  | • No experience required  
• Ability to troubleshoot issues  
• Communicate effectively |
| Practice Field       | Oversee practice fields and ensure that all teams have access to practice time and proceed in an orderly fashion.                                                                                               | Moderate           | Beginner  | • This role best served by ages 18 and up  
• No experience required  
• Monitor students and keep order  
• Communicate effectively |
| Practice Field       | Oversee practice fields and ensure that all teams have access to practice time and proceed in an orderly fashion.                                                                                               | Moderate           | Beginner  | • This role best served by ages 18 and up  
• No experience required  
• Monitor students and keep order  
• Communicate effectively |
| Queue Crew           | Assist field managers and Head Ref with staging teams for upcoming matches.                                                                                                                                  | High              | Beginner  | • No experience required  
• Communicate effectively  
• Pay attention to detail  
• Stay organized in fast-paced environment |
| Referee/Scorekeeper  | On-field officials closely watch the competition to ensure that competition rules are followed. Arbitrate disputes and validate match scores. If also a Scorekeeper, record official scores using the designated scoring tool, tablet, or paper sheet. | High              | Intermediate | • Experienced volunteers preferred for Referee role; Scorekeepers only can be new volunteers and trained quickly  
• Apply knowledge of the game and rules  
• Pay attention to detail and be impartial  
• Work effectively as a member of a team  
• Interact positively with students |
<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Physical Activity</th>
<th>Experience</th>
<th>Skills Needed</th>
</tr>
</thead>
</table>
| Skills Referee     | Oversee Skills Challenge area and act in a referee role to interpret and enforce the rules of the game and score the skills challenge run upon completion. Record scores using Tournament Manager. If only one volunteer in the Skills area, must also handle organized queuing of participants. Instruct teams to handle resetting the fields. | Constant standing or walking | Advanced | • Experienced volunteers preferred  
  • Apply knowledge of the game and rules, including scoring  
  • Comfortable using a computer to queue matches and input scores with Tournament Manager Software  
  • Pay attention to detail and be impartial  
  • Interact positively with students  
  • Arbitrate disputes fairly and quickly |
| Team Check-in      | Welcome teams as they arrive. Verify teams, hand out materials, and collect Engineering Notebooks. Answer basic questions. Typically, Team Check-in becomes the Information Table after all teams arrive. | Mix of sitting and walking | Beginner | • No experience required  
  • Pay attention to detail  
  • Communicate effectively  
  • Comfortable using a computer |
| VEX TM Operator    | Use Tournament Manager software to initiate matches and record scores. Coordinate with the Emcee on displaying of match results at appropriate times. | Mostly sitting | Intermediate | • Experienced volunteers are preferred, but new volunteers can be trained in advance  
  • Comfortable using a computer  
  • Pay attention to detail |
| Volunteer Check-in | Welcome volunteers and guests. Verify schedule, hand out materials, direct volunteers to appropriate locations. Answer basic questions. | Mix of sitting and walking | Beginner | • No experience required  
  • Pay attention to detail  
  • Communicate effectively  
  • Comfortable using a computer |
| Volunteer Coordinator | Recruit, track, assign, train, supervise and communicate with all additional volunteers needed for the event, ensuring all essential positions are filled so that the event can run on schedule. Provide food and water in a break room to volunteers (if available). | Constant standing or walking | Advanced | • Previous event experience is required  
  • Organize and lead a team  
  • Schedule volunteers for roles and shifts  
  • Precise time management and adherence to strict schedule  
  • Communicate clearly and effectively  
  • Stay organized and make required shift changes in fast paced environment |