

VIP / MEDIA REGISTRATION AND INFORMATION TABLE ATTENDANT

**There may be separate volunteer positions and tables for VIP and media; to be determined by Regional Planning Committee. Responsibilities of each position would be similar.*

POSITION SUMMARY

Assist the VIP Reception Coordinator and Media/PR Coordinator with VIP/Media Registration and Information Table operations. Facilitate positive VIP and media experience at the event.

FIRST VOLUNTEERS

- Demonstrate Gracious Professionalism
- Contribute to creating an exciting, fun, highly-charged environment
- Make a difference in the lives of youths by creating a meaningful, inspirational and educational experience for team members
- Participate in required training offered by FIRST, and attend Volunteer Orientation Meeting
- Check-in daily at the Volunteer Registration/Information Table prior to start of shift
- Receive a Volunteer shirt and badge to be worn while participating in an event

POSITION OVERVIEW

- High visibility role
- Opportunity to utilize and further develop interpersonal, communication and organizational skills
- Opportunity to interact with VIPs, media representatives, and FIRST staff
- Interesting work environment

RESPONSIBILITIES

- Assist with table set up, and break down after the event
- Obtain one two-way radio and headset from event management office, sign it out; return it to office at end of day, sign it in
- Greet and register VIPs and media representatives upon arrival
- Connect media with Media Coordinator or other staff designated as media host(s)
- Distribute name badges, press kits, event schedules, maps and other competition-related materials
- Provide information about FIRST and directions to various facility locations, and answer questions

EXPERIENCE AND SKILLS NEEDED

- FIRST experience not required, but helpful
- Should have VIP hosting or PR experience
- General knowledge of facility and event layout
- Outgoing personality
- Strong interpersonal/communication skills
- Self-directed individual
- Ability to move about the facility
- Ability to sit for long periods of time

TIME COMMITMENT

Commitment: Minimum two days + Training
Approximate times: Wednesday..... 6:00 P.M.- 8 P.M. Mandatory Volunteer Orientation Training
Thursday 8:00 A.M.- 8 P.M.
Friday 8:00 A.M.- 5 P.M.
Saturday 8:00 A.M.- Completion

NOTE: Volunteers should arrive on site approx 30 minutes prior to start of shift if meals are desired

TRAINING

Wednesday Volunteer Orientation Dinner and Training. Guidance provided by Media/PR Coordinator and/or VIP Reception Coordinator at event.

REPORTING RELATIONSHIPS AND SUPERVISION

Direct Supervision: Volunteer Coordinator
On-site oversight: Media/PR Coordinator and/or VIP Reception Coordinator