

District Senior Volunteer Coordinator

Position Summary – Assigned by *FIRST* Headquarters and the District Planning Committee/Board Chair

This individual is responsible for overseeing the Volunteer Coordinators within their District and their progress in recruiting, assigning, and managing volunteers at their assigned *FIRST* event.

Position Overview

- Leadership volunteer position, significant level of responsibility.
- High visibility role.
- Serve as a role model for other District Volunteer Coordinators by adhering to *FIRST* standards and following *FIRST* direction.
- Interesting and varied responsibilities.
- The District Senior Volunteer Coordinator position is nominated by the Planning Committee/Board Chair each year. *FIRST* will review the nomination and once approved, *FIRST* will contact the District Senior Volunteer Coordinator and assign him/her in the *FIRST* Volunteer Management System to all events in their District.

Responsibilities

- Ensure all District Volunteer Coordinators understand their expectations to the volunteer coordinator role and any changes to the role or program for the current season.
- Review volunteer assignments in the *FIRST* Volunteer Management System (VMS) to ensure District Volunteer Coordinators are making assignments by the deadlines set by *FIRST*.
- Pre-Event and Post-Event time commitment. For example, be available to answer questions of the District Volunteer Coordinators that may arise before, during or after the competition season.
- Participate in all required Volunteer Coordinator training provided by *FIRST* HQ, including conference calls and webinars and reading email blasts.
- Read and review all written material, including Volunteer Coordinator Manual and files posted on www.box.com account.
- Attend Planning Committee Meetings as applicable.
- Maintain confidentiality of volunteer personal information in compliance with the *FIRST* Privacy Policy and User Agreement.
- Cultivate support for *FIRST* programs, as appropriate.
- Other responsibilities as outlined by the District Planning Committee or Board

Travel

- Must be willing to travel to attend *FIRST* Robotics Competition events within District if necessary. Travel expenses are *not* paid by *FIRST*.

Experience and Skills Needed

- Prior experience as a *FIRST* Volunteer Coordinator required.
- Understand and be able to publically present the *FIRST* mission.
- Strong interpersonal and communication skills (written and oral).
- An understanding of office and internet technology, and the ability to utilize them.
- Ability to manage and supervise others.
- Ability to collaborate with others; work as a member of a team.
- Attention to detail.

Time Commitment

Pre-event preparation; two to three-day on-site commitment; on-site volunteer orientation meeting* (if applicable)

September through December	Approximately 10 hours per week
January and February	Approximately 15 hours per week
March and April	Up to 20 hours per week

Training

Training will be provided through-out the season from *FIRST* HQ. Training will be provided via conference calls, email blasts, webinars, and written material.

Reporting Relationships and Supervision

District Senior Volunteer Coordinators will report directly to *FIRST* HQ and their Planning Committee/Board Chair. Support will be provided by *FIRST* HQ and the Planning Committee/Board Chair.