



# Volunteer Coordinator Position Description

This individual is responsible for the recruitment, assignment, and onsite management of event-day volunteers, including setting up registration for volunteers, managing any walk-on volunteers, and problem-solving. This person works closely with the Tournament Director and venue on all volunteer logistics, including pre-event planning and communication. Please note, this is an **KEY** position that involves a large amount of work in advance of the event; individuals should only sign up for this role if directed to do so by an *FIRST* LEGO League Partner or *FIRST* LEGO League Tournament Director.

## **Benefits of the Position:**

- Advanced level of responsibility

## **Experience and Skills Needed:**

- Basic knowledge of tournament structure and volunteer roles and responsibilities
- Ability to collaborate with others and work as a team
- Strong interpersonal and communication skills
- Strong organization skills
- Attention to detail