

FIRST Tech Challenge Volunteer Coordinator

BASIC FUNCTION AND RESPONSIBILITY

The primary role of the FIRST Tech Challenge Volunteer Coordinator is to provide the volunteer coordination function for all FIRST Tech Challenge competition events in the Kansas City region. FIRST Tech Challenge Volunteer Coordinator will help to identify, register, schedule, communicate and manage volunteers for each event and ensure that Key Volunteer positions are filled.

CHARACTERISTIC DUTIES OF CONTRACTOR

- FIRST Tech Challenge Volunteer Coordinator will coordinate all volunteers for the FIRST Tech Challenge league events using national Volunteer Information Management System (VIMS);
- FIRST Tech Challenge Volunteer Coordinator will help to identify, register, schedule, communicate and manage volunteers for each event and ensure that Key Volunteer positions are filled;
- * Participate in conference calls initiated by national and regional FIRST organizations for volunteer coordinators;
- Participate in conference calls initiated by the FIRST Tech Challenge program delivery partner at St. Louis FIRST Robotics;
- Communicate with volunteers as needed throughout the season;
- Provide pre-event support to FIRST Tech Challenge Regional Planning Committee on planning and recruit volunteers to assist as prescribed by the committee's written event plan and schedule;
- Assist FIRST Tech Challenge staff in recruiting new volunteers and in contacting returning volunteers;
- Work with KC STEM Alliance staff to develop regular communication with current and potential volunteers including newsletter, website and social media outlets;
- Attend regular meetings with the KC STEM Alliance team, including FIRST leadership and planning committee meetings;

SUPERVISION RECEIVED

General supervision is received from the FIRST Tech Challenge coordinator, and as needed, KC STEM Alliance director

QUALIFICATIONS

- A Bachelor's degree with coursework in non-profit leadership, events or sports management or related fields; or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.

Please submit cover letter and resume/CV to:

Martha McCabe

Executive Director

via email: mccabemb@kcstem.org

or

via mail:

KC STEM Alliance

4825 Troost, Room 108

Kansas City, MO 64110

Questions can be directed to Martha at 816-235-2871 (office) or 785-248-3808 (cell)