



GeorgiaFIRST Robotics

Operations Manager

Job Description

Organizational Description

GeorgiaFIRST Robotics, established as a 501c3 in 2014, is an organization that supports the mission of *FIRST* – to inspire young people to become science and technology leaders by engaging them in an exciting, mentor-based program that builds science, technology, engineering and math (STEM) skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication and leadership. *FIRST* inspires the next generation of inventors and innovators through after-school activities where students build robots in four specific age-group programs (K-12) and then compete in events designed to celebrate these students in a manner more typically associated with organized sports.

The mission of GeorgiaFIRST is to ensure that every student in Georgia has access to a high-quality *FIRST* program.

Position Description

Reporting to the Executive Director of GeorgiaFIRST, the Operations Manager is responsible for four main areas:

- Plan, execute and manage *FIRST* Robotics Competition (FRC) Qualifier and State Championship Events
- Develop and deliver Professional Development for teachers and *FIRST* Lego League Summer Camps
- Volunteer Relationship Management and Development
- Serve as the staff representative for the Career Technical Student Organization (CTSO) of Georgia

Key Responsibilities

Plan, execute and manage FIRST Robotics Competition Qualifier (FRC) and State Championship Events

- Serve as the liaison with *FIRST* Headquarters for the FRC event programs
- Participate on monthly calls with *FIRST* Headquarters and the District Manager for Georgia
- Assist with identifying and securing venues for FRC events
- Work with Georgia *FIRST* procurement position to identify and secure vendors needed to execute FRC events (catering, decorating, equipment, etc.)
- Serve as the Event Coordinator at FRC events
- Ensure that Georgia *FIRST* standards are being met within the planning of all FRC events
- Work within set budget to ensure FRC events are at or below approved funding

Develop and deliver Professional Development for teams/teachers/coaches/mentors and FIRST Lego League Summer Camps

- Work with *FIRST* team partners to develop and deliver training events throughout the year (FRC, FTC)
- Plan and execute the Georgia *FIRST* Robotics Symposium event, working with the Georgia Tech RoboJackets
- Assist with the planning for the Mentor Advisory Council (MAC) event – one per year
- Plan and execute of *FIRST* Lego League (FLL) summer camps in conjunction with our military partners throughout the state
- Build relationships and provide leadership to coaches, mentors and teams (FRC, FTC)

Volunteer Relationship Management and Development

- Serve on the Georgia *FIRST* Leadership Committee (FRC)
- Serve on the *FIRST* Tech Challenge Planning Committee
- Provide documentation and reporting to Georgia *FIRST* leadership
- Assist State Level Volunteer Coordinators (FRC & FTC) with volunteer recruitment, recognition and retention
- Build relationships and provide leadership to volunteers and other key stake holders

Serve as the staff representative for the Career Technical Student Organization (CTSO) of Georgia

- Serve as the Georgia *FIRST* representative at CTSO leadership event
- Conduct monthly calls with CTSO student officers
- Plan and execute with the CTSO student officers, awareness activities at all FRC competition events

Other duties to include:

- Assist with the planning and execution of various meetings throughout year (BOD, planning committees, trainings, appreciation events, sponsor/partner events, etc.)

- Working with the leadership team, create, distribute and manage data of team surveys and evaluations to assess strengths and identify areas for improvement and program enhancement. Report these findings and recommend changes when appropriate
- Oversee update of GeorgiaFIRST website on a weekly basis
- Work closely with FTC program partners, FIRST senior mentors, VISTAS and others as necessary in executing programs and strategic initiatives
- Perform other duties as requested/assigned

The Operations Manager position is for employment – 40 hours per week. Weekly hours will be flexible throughout as competition season will require more hours per week and off-season will require less. Weekend availability is required during competition season and training events. The Operations Manager will work remotely, with a flexible schedule, to meet the requirements set forth. This position will have a travel and expenses reimbursement. No health or retirement benefits are provided with this position.

The ideal candidate for the position of Operations Manager will have:

- 4 year degree in related field (management, communication or related field)
- Volunteer experience
- Non-profit experience
- Highly organized
- Self-motivated and motivating of others
- Excellent interpersonal and team skills
- Executive level presence
- Outstanding communication skills, written and oral
- Demonstrated resourcefulness and good judgement
- Values diversity of thought, backgrounds and perspectives
- Ability to multitask while maintaining attention to detail
- Integrity/ethics beyond reproach
- Computer skills including Microsoft Word Suite
- Predisposition to mentor
- Connection to GeorgiaFIRST Robotics mission

Must be willing to travel throughout the state on occasion. Mileage reimbursement and travel expenses are covered for this position.

If you are interested in applying for the position of Operations Manager for GeorgiaFIRST Robotics, please submit your resume and cover letter to:

GeorgiaFIRST Robotics
2300 Bethelview Road
STE 110-265
Cumming, GA 30040
or

via email to: chaynes@gafirst.org

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