

FIRST Indiana Robotics  
PO Box 80541  
1300 E. 86<sup>th</sup> St.  
Indianapolis, IN 46340



## FIRST Indiana Robotics FLL Program Director

**Reports To:** Vice President, Programs

**Located:** Indiana

**Start Date:** August 1st - 15th, 2021

### Organization Description:

FIRST Indiana Robotics, a growing 501 (c)(3) organization, is seeking a Program Director for our FIRST Lego League program. This is a unique opportunity for a talented individual with strong logistics & communication skills who has a passion for managing FLL program activities and events throughout the state of Indiana.

FIRST (For Inspiration and Recognition of Science and Technology) is a multinational non-profit organization that aspires to transform our culture, making science, math, engineering, and technology as cool for kids as sports are today. As the Indiana-based robotics community dedicated to preparing students for life, FIRST Indiana Robotics (FIN) believes that our future is built better together and improving the world starts with our youth. Our mission is to inspire young people in Indiana to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Through mentorship partnered with hands-on learning, problem-solving connected to community engagement, and core values applied in times of intense competition - FIRST is about more than a robot, it builds the people who will change the world.

### Position Summary:

The Program Director helps expand the *FIRST* LEGO League Program in Indiana by recruiting and supporting new FLL Explore and Challenge Teams. They also provide effective communication and build positive relationships with school administrators, teachers, and community leaders in school districts across Indiana to create new FLL programs. Additionally, they increase retention of veteran FLL teams through communication, community building, and volunteer recruitment.

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## Responsibilities:

The FLL Program Director is responsible for the overall management of team recruitment and sustainability for FIRST Indiana Robotics in the FLL programs. The Program Director will work closely with the Vice President of Programs of FIRST Indiana Robotics and the FIRST Indiana Robotics Board of Directors Committee Chairs. Key responsibilities include, but are not limited to:

- Create and manage a portfolio of public, independent school contacts, and non-profit partners to identify future FLL programs in Indiana and raise awareness of FIRST Indiana Robotics as an organization in the education community.
- Develop and implement a plan for recruiting and supporting *FIRST* LEGO League teams in Indiana.
- Work with the FLL Advisory Group to coordinate tournament schedules, locations, and structure for competition.
- Be an active member of the appropriate FIRST Indiana Robotics Board Committees
- Must be able to travel around the state.
- Must be able to work during standard school hours.
- Monthly reporting and meeting participation as required by FIRST Indiana Robotics.
- Attend monthly headquarters meetings with the FLL community.

This individual must be able to work independently and as part of a team. Patience and flexibility are key aspects of this position. The ideal candidate cares deeply about supporting youth to reach their maximum potential and helping to build a pipeline for tomorrow's workforce across the private and public sectors of Indiana.

## Education:

High School certificate required, Bachelor's degree in business, education, engineering, or a related field preferred. FIRST Indiana Robotics is dedicated to the goal of building a culturally diverse team that is committed to working in a multicultural environment and strongly encourages applications from women and minorities. Having *FIRST* Robotics Competition experience is strongly encouraged.

Abilities required include:

- Excellent presentation and public speaking skills
- Proficient in computer skills
- Comfortable managing a digital portfolio (e.g. Salesforce)

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- Ability to set up and use technology for presentations.
- Ability to read, write, speak and understand English fluently.
- Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving.

### Compensation:

This is a part-time, hourly position with a flexible working location. FIRST Indiana Robotics will cover any transportation costs related to the position and support professional development through training programs and conferences.

Hours: 540/year - These hours will be flexible based on the needs of the program.

This position does not include medical insurance.

**Please send your cover letter, resume (optional), and the FIRST Indiana Robotics application for employment form to:**

FIRST Indiana Robotics  
[Careers@Indianafirst.org](mailto:Careers@Indianafirst.org)