

**FIRST Chesapeake**  
**FIRST ROBOTICS COMPETITION (FRC) Program Director- WEST**

**Description:** VirginiaFIRST robotics, a registered 501(c)(3) non-profit, is seeking a full-time FRC Program Director for FIRST Chesapeake –**WEST** including teams from Maryland, District of Columbia and Virginia. Full-time is defined as an average of 40 hours a week. This position offers a flexible schedule with some overnight travel and weekends required.

**Qualifications:** Candidates should possess strong organizational skills, experience working with teams and committees, proven ability to meet deadlines, and excellent communication skills. Working knowledge of Microsoft Office Suite required. College degree preferred.

The ideal candidate should be team player and self-starter. This position requires flexibility and the ability to work with a number of different constituencies including staff, teams, parents, universities, alumni, community groups, sponsors and volunteers. Familiarity with *FIRST* programs is highly preferred.

**Compensation:** Compensation consists of salary with potential for annual bonus based upon performance and meeting goals. This position will be on an annual contractual basis. Reimbursement for travel/lodging will be provided at the standard federal contractor rate. Role will have the opportunity to participate in VirginiaFIRST 403b retirement savings program.

**Purpose:** Reporting to the Executive Director of VirginiaFIRST, the FIRST Chesapeake FRC Program Director- *WEST*, leads and executes the FIRST Robotics Competition program in the FIRST Chesapeake designated **western market** (~65 teams) including teams in Maryland, District of Columbia and Virginia. This role is the key resource for FRC teams needing assistance and information.

**FRC Program Director- WEST:**

1. Work with VirginiaFIRST/FIRST Chesapeake Leadership Team to create a long-term strategic plan for growth and retention of teams in designated western market of FIRST Chesapeake.
2. Member of FIRST Chesapeake District Planning Team
3. Provides assistance and works with local planning teams supporting District Events in western market.
4. Provides assistance with the planning and execution of the FIRST Chesapeake District Championship event.
5. Assists in the development of both the FRC western market budget and overall District event budget process. Manages and oversees FRC western market budget.
6. Provides leads, as appropriate, for both sponsors and sources of volunteers to Development and Community Engagement to approach and solicit.

7. Respond to all team emails within 24 business hours. All phone calls within 12 business hours.
8. Provide monthly reporting to Leadership Team on progress of FRC western market
9. Provide monthly newsletter team stories as appropriate
10. Work with Alumni Coordinator to effectively engage teams to solicit High School seniors to register as FIRST alumni.
11. Ensure a high quality team, coach, mentor and youth experience by fostering and providing assistance, feedback and direction to teams needing help.
12. Provide exceptional customer service to teams and volunteers to ensure they are provided with the most enjoyable experience possible.
13. Effectively leverage/manage administrative assistance provided
14. The FRC Program Director –WEST is a member of the VirginiaFIRST/FIRST Chesapeake Leadership Team.
15. All other duties as assigned

**To Apply:** Please apply electronically to [ssouthworth@virginiafirst.org](mailto:ssouthworth@virginiafirst.org) with the subject line: FIRST Chesapeake FRC Program Director- *WEST* Search Committee. No phone calls. Applications should include:

1. cover letter stating interest
2. resume with reference contacts

**For More Information:** To learn more about Virginia*FIRST* and its programs, visit our web sites at [www.virginiafirst.org](http://www.virginiafirst.org) and <http://www.firstchesapeake.org>.