

KY *FIRST* Robotics
Position Description
Volunteer Coordinator (Part-Time)

Position Summary

KY *FIRST* Robotics is seeking a Volunteer Coordinator to lead volunteer coordination and support across programs and events statewide. This part-time position plays an important role in creating a positive, consistent volunteer experience while supporting the continued growth of KY *FIRST* Robotics programs.

This position is approximately 5–15 hours per week, with seasonal variation based on event schedules and program needs. The position is primarily remote with occasional travel to meetings and events throughout Kentucky.

Primary Responsibilities

The Volunteer Coordinator is responsible for supporting the recruitment, organization, communication, and recognition of volunteers serving across KY *FIRST* Robotics programs.

Responsibilities include:

- Serve as the primary point of contact for volunteer communication.
 - Coordinate volunteer recruitment and scheduling for *FIRST* Tech Challenge (FTC) and *FIRST* Robotics Competition (FRC) events.
 - Support and train local Volunteer Coordinators.
 - Maintain volunteer records and key volunteer role assignments.
 - Collaborate with event leadership to identify volunteer needs and ensure appropriate staffing for events.
 - Assist with volunteer communication, recognition, and retention initiatives.
 - Help maintain a positive, welcoming volunteer experience that encourages long-term engagement.
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Preferred Qualifications

Successful candidates will demonstrate:

- Excellent communication and interpersonal skills.
 - Strong organizational skills and attention to detail.
 - Ability to manage multiple projects and deadlines.
 - Experience coordinating volunteers, events, or community programs preferred.
 - Familiarity with *FIRST* Robotics programs is preferred but not required.
 - Ability to work independently while collaborating with a statewide team.
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Schedule & Work Environment

- Part-time position averaging approximately 5–15 hours per week.
 - Workload varies seasonally based on program and event schedules.
 - Primarily remote with occasional travel to meetings, training sessions, and robotics events throughout Kentucky.
 - Evening and weekend availability is required during portions of the competition season.
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About KY *FIRST* Robotics

KY *FIRST* Robotics is a nonprofit organization dedicated to inspiring young people to become science and technology leaders through hands-on robotics programs. We support students, coaches, mentors, and volunteers across Kentucky by providing opportunities that build technical skills, confidence, teamwork, creativity, and leadership while preparing students for future careers.

To Apply

Please email your resume and cover letter to info@kyfirstrobotics.org.

Please include **I'm interested in the Volunteer Coordinator Position** in the subject line of your email.

Applications will be reviewed as they are received until the position is filled.