

Volunteer Specialist

High Tech Kids

Organization Summary:

Build. Create. Thrive. High Tech Kids delivers fun, hands-on science, engineering and technology programs and events that inspire Minnesota kids in their formative years. We inspire kids to **BUILD** confidence, **CREATE** opportunities and **THRIVE** in the 21st century. High Tech Kids is a 501 (c)(3) nonprofit that supports Minnesota **FIRST® LEGO® League**, **FIRST® Tech Challenge** and **FIRST® LEGO® League Junior**. Through these programs we train, teach and empower student teams, coaches and volunteers. We work hard with the help of more than 2,100 volunteers to offer high-energy, fun, team-based programs and competitions that celebrate science and technology. Kids learn how to work together, solve real-world problems and become leaders. To support High Tech Kids is to invest in our children, to share our passion, and to inspire these future innovators, leaders, collaborators, and problem solvers for the 21st century. High Tech Kids now serves over 6,400 kids across Minnesota each year. Since our inception in 1999 we have helped over 50,000 students discover the fun in science and technology. (www.hightechkids.org)

Location: Twin Cities Metro

Category: Administration Support Services

Job Type: Part-Time

Hours: 24 - 40 hours per week (additional hours during tournament season)

Activity Area: Education Related

Salary: \$16 to \$18 per hour

Start Date: Immediately upon hire

Position Duties:

The Volunteer Specialist will work closely with the Executive Director and Programs Manager to build capacity for delivering *FIRST* LEGO League, *FIRST* LEGO League Junior, and *FIRST* Tech Challenge in Minnesota.

Primary: Recruit, communicate, train and assign event volunteers

Duties and Responsibilities:

- Identify, recruit and retain new volunteers
- Serve as primary contact for existing and prospective volunteers
- Communicate with prospective and current volunteers via email or phone.
- Plan volunteer events and recognition
- Build relationships with other nonprofit, corporate and civic organizations
- Maintain volunteer database
- Coordinate volunteer training and *FIRST* certification for all volunteers
- Place volunteers into events in accordance with their training and expertise
- Organize paperwork and supplies for volunteer management
- Help assemble, organize and pack volunteer materials for tournaments
- Attend and assist at *FIRST* LEGO League and *FIRST* Tech Challenge tournaments (Must be able to work Saturdays and Sundays in November, December and January as well as occasional Saturdays throughout the remainder of the year)
- Write Volunteer Newsletters and all event communication to volunteers
- Conduct post season volunteer surveys and evaluation, providing recommendations for volunteer engagement improvements
- Perform other duties as needed for *FIRST* LEGO League team and *FIRST* Tech Challenge tournament support.

Qualifications:

- Proven organizational skills with attention to detail
- Strong written and verbal communication skills
- Basic understanding of volunteer management
- Familiarity with databases, email, Microsoft Office and proficient with promotion through social media
- Willingness to work directly with youth and adult volunteers, parents, coaches and teams
- Interest in STEM (Science Technology Engineering Math) education for children
- Curiosity for learning new things
- Friendly, responsible, flexible, professional, and approachable
- Able to lift up to 40 lbs
- *FIRST* robotics program experience preferred, but not required
- Ability to manage and prioritize multiple projects
- Assertive and self-directed
- Ability to interact with diverse groups of people
- Work effectively with a small team in a fast paced environment
- High School diploma or GED required
- Must be at least 18 years old
- Have reliable transportation to office and events
- Preferred: college degree, college coursework or equivalent work experience.

How to Apply: Resume and cover letter should be sent to Vicki Coaty at: Vicki@hightechkids.org