



**Robotics Program Advisor / Coach**  
*Notre Dame High School Robotics Program*

We are seeking a dynamic, passionate, and dedicated Robotics Program Advisor to lead and mentor our high school robotics team. This role is ideal for someone enthusiastic about STEM education, committed to empowering young women, and excited to foster creativity, collaboration, and innovation through hands-on robotics experiences.

**Key Responsibilities**

- Lead and facilitate Academic Team Meetings held after school year-round, including:
  - Biweekly team meetings
  - Orientation sessions for new members
  - Team leadership training
  - Competition preparation
  - Team-building and bonding activities
- Coordinate and supervise participation in FIRST Tech Challenge (FTC) Events (Saturdays, October–February), including:
  - Season Kick-Off
  - League tournaments (Peninsula League participation)
  - Town Hall meetings
- Support and represent the robotics program at school community events, such as:
  - Club Faire (lunch or after school)
  - Notre Dame Night
  - Elective Faire
  - Welcome Dinner
- Participate in and assist with our annual Open House event (Sunday) to showcase the robotics program to prospective students and families
- Oversee and engage in TigerBots Outreach Events (Saturdays/Sundays, March–May), including:
  - Girl Scouts Coding Bootcamp
  - Additional outreach and community engagement opportunities
- Build and maintain partnerships with industry sponsors and technical mentors to enhance student learning and program resources

**Program Growth & Impact (Since 2020)**

- Successfully returned the TigerBots team to in-person competitions and events



- Transitioned to the Peninsula League model, increasing opportunities for students to compete and gain experience
- Established connections with FTC volunteers, expanding access to specialized coding support
- Significantly grew the Girl Scouts outreach program from 3–4 troops annually to 12+ troops, reaching over 250 prospective students
- Expanded sponsorships to include partnerships with leaders in the automotive industry, including Subaru and Volkswagen

### **Qualifications**

- Passion for robotics, engineering, or STEM-related fields
- Experience working with high school students, preferably in an educational or mentorship setting
- Strong organizational, leadership, and communication skills
- Ability to commit to after-school, evening, and weekend events throughout the academic year
- Enthusiasm for supporting and empowering young women in STEM

### **Preferred Qualifications**

- Experience with robotics competitions (e.g., FIRST Tech Challenge)
- Background in programming, engineering, or related technical fields
- Experience coordinating events or leading student teams

### **Compensation & Time Commitment**

This position requires a year-round commitment with a combination of after-school meetings and weekend events during peak competition and outreach seasons.

Please note that the Robotics Coach position does not offer benefits and is compensated through a stipend. Interested candidates should submit a letter of intent, a resume, and 1-2 letters of recommendation via the EdJoin.org website.

### **Mission Alignment**

Our robotics program is dedicated to inspiring confidence, leadership, and technical skills in young women. The ideal candidate will cultivate an inclusive, supportive, and empowering environment where students are encouraged to take risks, think boldly, and grow as innovators and leaders.

[Apply here](#)