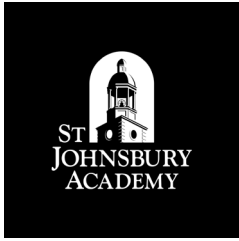


JOB DESCRIPTION



JOB TITLE:	First Robotics Coach		
DATE:	2026-2027	DEPARTMENT:	Robotics, Science
PAY SCALE:	\$3500-\$5600 Per designated season		
REPORTS TO:	Science Dept Chair(s), Dean of Faculty		

JOB SUMMARY: St. Johnsbury Academy seeks an energetic, organized, and enthusiastic coach to lead and mentor our First Robotics team. The coach will work closely with students as they design, build, program, and compete with their robot while also helping to manage the team's operations and community partnerships. The coach will play an important role in creating a positive, collaborative environment where students can develop technical skills, problem-solving abilities, leadership, and confidence through hands-on robotics.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Mentor and supervise students as they design, build, test, and program their robot.
- Help students develop skills in robotics, programming, electrical systems, machining, and other areas related to the team's work.
- Manage the team's budget and help secure additional funding through grants and sponsorships.
- Develop and maintain relationships with families, community members, businesses, and other supporters.
- Coordinate team logistics and complete administrative tasks related to FIRST Robotics.
- Help maintain troubleshoot equipment in the Academy's Maker Space, including 3D printers, laser cutters, and other fabrication equipment.
- Attend and support students at 2–3 weekend competitions throughout New England, generally held in late February and March.

REQUIRED SKILLS AND ABILITIES:

The ideal candidate will have experience or familiarity with several of the following areas:

- Robotics and engineering
- Computer programming
- Basic electrical systems
- 3D printing and fabrication
- Machining and use of shop equipment
- Project management and budgeting

Candidates should be comfortable learning new technologies and working with community resources to expand their knowledge and the team's capabilities. Experience maintaining Maker Space equipment, including 3D printers and laser cutters, is helpful but not required.

TIME COMMITMENT:

The FIRST Robotics season begins in early January and runs through mid-March. During the competition season, the coach will work with students for a minimum of 10 hours per week, primarily after school, with some weekend work as needed. An additional 2–3 hours per week will be devoted to administrative responsibilities, including budgeting, communications, fundraising, and FIRST Robotics-related tasks.

The position also requires participation in 2–3 weekend-long competitions in New England, with competitions typically occurring in late February and March.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity. to use required tools, and computer device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

BACKGROUND CHECK AND FINGERPRINTING

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date