

ATAA Roles and Responsibilities

As of Oct 31, 2021

Program Director

Program Directors are in each of our FLL, FTC and FRC Programs. Their primary role is to ensure Lead Mentors are fully supported in all the non-technical requirements of running a great robotics team. This is a broad role that provides coordination and oversight of volunteers, parents and any other group.. A Program Director volunteers approximately 2 – 3 hours per week during build season and 3-4 hours/month during off season. This role can be virtual or in person but we expect some in person attendance, suggesting a minimum of 2x/month.

Responsibilities:

- Coordinates and supports Lead Mentors and Mentors in delivery of an effective program including
 - Mentor Code of Conduct
 - Mentor Police Checks
 - *FIRST* Team registration/fees
 - Oversee team budgets and spend in coordination with Lead Mentor
 - Field and Buildspace needs
- Engage with other ATAA programs/Roles (Board of Directors, Sponsors)
- Organizes recruitment of students
- Coordinates with Lead Mentor to ensure mentor roles filled, manages student/mentor ratio and planning of the year
- Engage other volunteers/coordinators with any activities in support of the program/mentors/teams.
- Vital role in effective communication with the extended community including parents and sponsors.

Lead Mentors Are in place for each *FIRST* team and provide leadership, vision, project management and direction for their team.

Responsibilities:

- Lead mentors are responsible for a *FIRST* team, the students, and ensuring that an effective and competitive robot is fielded at competition each year.
- Coach and instruct on technical and teamwork skills to students and encourage safety.
- Support students to find a role that fits them on the team.
- Provides leadership and guidance to Mentors and Tech Specialists.
- Onboarding of new mentors
- Supports Program Director to ensure team spend within the budget. Performs much of the actual purchasing of parts.
- Collaborate with Program Director in creation of additional Mentor/Tech Specialist roles in support of their team vision.
- Determine which competitions their team is to attend and ensures relevant fees are paid
- **Skill Set:** Strong understanding of *FIRST* and *FIRST* Core Values, technical and/or mechanical, organized, leadership/mentorship, project management, communication and interpersonal skills.
- **Responsible to:** The ATAA Board of Directors
- **Must complete Police Check and Code of Conduct**

Mentors

Responsibilities:

- Mentors provide technical expertise and training to students in areas such as programming, CAD, electronics, and mechanical and many other areas that support the overall team/program/organization.
- Mentors are found in FLL, FTC, and FRC.
- Mentors must be at least 20 years of age
- Commitment to relevant program weekly hours working with students
 - **FRC** 8+ hours/week during competition season (December until April) and 3 hours/week during pre-competition season (September until December).
 - **FTC** 4+ hours/week from September to April
 - **FLL** 3+ hours/week from September to April
- **Skill Set:** Technical and/or mechanical skills, mentorship skills with students, project management and organizational skills, interpersonal and communication skills.
- **Responsible to:** Lead Mentor
- **Must complete Police Check and Code of Conduct**

Technical Specialist (TS):

Responsibilities:

- Support our mentors and teams by providing additional expertise and training to students in areas such as programming, CAD, electronics, and many other areas that support the overall team/program/organization.
- Commitment to attend one meeting a week on a regular basis during the build season or provide short-term training such as workshops or complete a special team project.
- **Skill Set:** Technical and/or mechanical skills and/or specialized skills in an area integral to the operations of the team, mentorship skills with students if in a student-facing role.
- **Responsible to:** Lead Mentor
- **Must complete Police Check and Code of Conduct**

Alumni Technical Specialist (ATS)

- As above, but not yet 20 years of age, and a graduate of an ATAA program

Parent/Guardian Volunteers: We welcome involved adults who have a student relation on a team who are interested in supporting the organization. These individuals may work in conjunction with the Board of Directors and Program Directors to support the following

- Parent communication
- Field set up and take down
- Travel
- Buildspace maintenance
- Sponsorship/Outreach
- Student registration
- Team Merchandise/t shirts
- Team building events
- Special events/projects
- Social Media tools
- Scholarships
- *FIRST* knowledge and understanding

- o Fundraising
- o Other items as required

Student Team Members – See Code of Conduct and/or Commitment Form

Parents/Guardians of Student Team Members – See Parent Code of Conduct

ATAA Board of Directors:

Responsibilities:

- Provides leadership and casts a vision for the organization.
- Attends board meetings, held at least 10x/year.
- Provides leadership to one or more of the following committees:
 - o Build space and Maintenance
 - o Technology and IT
 - o PR, Outreach & Communication
 - o Bylaws and Policies
 - o Finance & Audit
 - o Safety and Risk Management
 - o Membership and Recruitment