Bay Robotics Team Assistant Coach

REPORTS TO: Bay Robotics Team Lead Coach

CLOSE WORKING RELATIONSHIPS: Robotics Team Volunteer Mentor, Dean of Academics

COMPENSATION: $6,500 stipend

JOB DURATION: Approximately three hours after school 3:30-6:30pm, 3 days a week, with some additional weekends, from early January to late April. (Prior to January, meet with students during club time once per week to focus on fundraising and planning; can be shared with the lead coach.)

JOB SCOPE:
Bay Robotics is a First-Robotics competition team. Its membership is to reflect the school's goals of developing student agency and voice through developing interest in robotics, especially among those who come from backgrounds traditionally underrepresented in engineering. The school's hope is to eventually build an academic program in robotics.

The Robotics Team Assistant Coach will work closely with and under the direction of the Lead Coach to:

- Design and facilitate sessions that will support the team in having a functioning robot ready for competition prior to the FIRST ROBOTICS district and/or regional competition(s):
    - Sessions will allow students to gain exposure in all aspects of the competition including fundraising, networking, programming, design, and building.
    - The lead coach will facilitate building student skills in collaboration and communication, and ensure that no single or small group of students dominates any one aspect.
    - The team will compete in no fewer than two competitions, up to and including Nationals (if qualified).
- Ensure that safety practices are taught and upheld at all times; this includes ensuring that students are not left unattended and that building doors are not propped open.
- Help team members share their work with the Bay community;
- Promote robotics among the Bay community, especially for those students whose identities may be underrepresented in the engineering and robotics fields;

- Uphold Bay's educational approach and all school policies in the coaching of the team;
- Work with the lead coach and outside mentor to ensure a shared approach to working with the team and its members;
- Help the lead coach identify budget needs, and work with the students to develop their fundraising and networking skills;
- Ensure that all student & family fundraising efforts outside of Bay are thoughtful and appropriate, liaising with the Senior Director of Philanthropy as needed; all fundraising should generally take place outside of the Bay School community.
- Support team organization by helping to coordinate things such as transportation, food, lodging, and accommodations during away competitions, and by communicating with team parents and school administration as needed.

The ideal candidate will:

- Have strong robotics or engineering knowledge and experience in working with students in a competitive co-curricular activity;
- Have FIRST ROBOTICS experience or willingness to network with other coaches to learn more about the program;
- Possess a professional and positive demeanor when working with colleagues, students, and parents;
- Strive to build teamwork, creativity, communication, and an iterative design ethos among all participants;
- Enjoy working with and developing teenagers as collaborative team-members where working towards a goal, learning, and iterating are central to their experience and winning a competition is not the only focus;
- Find resonance with the school's mission and philosophy, especially with regard to diversity, equity, and belonging;
- Possess the energy to help grow an extracurricular robotics program;
- Possess excellent organization, time management, budget management, and strong communication skills in order to manage the competition-side of the program;
- Demonstrate the ability to provide and incorporate constructive feedback as a means to improve the student experience as well as their own coaching;
- Seek to serve as a role model for young engineers, understanding both culturally responsive teaching and the social justice dimensions of education;
- Dedicate themselves to anti-bias and equity work;
- Commit to innovation, professional growth, and reinvention.

Requirements:

- Must be able to lift 25#.

- Must be 25 years old or older with 5 years of previous driving experience, a valid CA driver's license, and willingness to drive a school van.
- Must be able to work some nights and weekends and accompany students to competitions off-site.

Work Environment

- Work is performed primarily indoors between two buildings.
- Work may involve the use of power tools.
- The noise level in the work environment may be moderate to loud.
- The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings. All buildings are ADA compliant.

If interested in the position, please review our website, then email all of the items below to jobs@bayschoolsf.org, subject line: Robotics26. Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;
2. Resume/C.V.;
3. Contact list of 3 references, at least one of whom must be a recent supervisor.

(October 2026)