UBC Geering Up Engineering Outreach
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www.geeringup.apsc.ubc.ca

Camps Curriculum Student Assistant - Job Description

About the Organization

UBC Geering Up Engineering Outreach is a non-profit, student-run organization dedicated to promoting science, engineering and technology (STEM) to the children and youth of British Columbia through fun, innovative and hands-on experiments and projects. Geering Up also strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 20 years, we have reached over 150,000 youth.

More information about Geering Up is available at www.geeringup.ca

Job Duties

The Curriculum Student Assistant leads the development of Geering Up’s science, engineering, and technology curriculum. The Curriculum Student Assistant supports a team of Curriculum Planners creating the content for Geering Up’s programs.

The Curriculum Student Assistant will work with the curriculum planners to plan, design, and purchase materials for Elementary and High School level content. This will include reviewing and polishing existing camp content, developing the content for new programs, and ensuring all content is engaging, exciting, and educational. In all tasks, the Curriculum Student Assistant will create safe and fun learning experiences in science, engineering, and technology.

The Curriculum Student Assistant will work with a team of Curriculum Planners to ensure curriculum is developed for all necessary initiatives.

The Curriculum Student Assistant will complete all evaluations and reports assigned in a timely manner as well as perform other relevant duties, as requested by the Coordinators and the Program Manager.
Qualifications

- Experience working with groups of youth is an absolute necessity. Examples of this could include community centres, day camps, overnight camps, or daycares. Experience teaching science and engineering to youth is an asset, although it is not required. Volunteer experience with Geering Up, or another Actua camp is an asset.
- A candidate who is a great fit for this position will be flexible, collaborative, and highly organized.
- Strong communication and interpersonal skills are extremely important.
- Project management experience and experience managing and operating budgets is an asset.
- Proven leadership skills, be capable of multitasking, and be comfortable in a self-directed work environment.
- Special consideration given to those with formal training in curriculum development, and those who have worked in a summer camp environment in the past.
- All Geering Up staff must have a Criminal Record Check on file before they may work with children.

Term of Appointment

This position is part-time from **September 6th, 2022** through to **April 30, 2023**.

Remuneration

10 hours per week. The wage for this position is **$18.40/hr - $20.00/hr** based on the applicant’s time worked with Geering Up.

How to Apply

Please complete and submit the following items to Geering Up:
Application forms can be found on our website, [www.geeringup.apsc.ubc.ca/staff](http://www.geeringup.apsc.ubc.ca/staff) You must apply via this form. The application form will request you to attach your cover letter and resume on the last page. Applications sent via email or via careers online will not be accepted. The deadline for applications is **July 24th, 2022 @ 11:59 PM PST.**