Camps 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 Summary

Under the guidance of the Coordinators, the Camps Student Assistant is required to:

1. Assist in the set-up of Geering Up camps
   a. Set up Registration System
   b. Oversee Bursary System
   c. Lead mentor/tour recruitment
   d. Manage parent and site-contact communications
2. Provide support to Instructors for the duration of the camps
   a. Conduct training for student staff
   b. Complete evaluations and reports in a timely manner
3. Oversee day-to-day operations of Camps
4. Manage the Vancouver Elementary Camps Budget
5. Perform other duties, as requested by the Coordinator
Qualifications

- UBC undergraduate student with a strong background in science, engineering, or technology
- Strong experience working with children in a teaching environment
- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Proven ability to create and implement working projects and models of scientific concepts
- Special consideration given to those with formal training in special education and/or disability theory, those who have worked in a summer camp environment in the past, and those with current Standard First Aid certification.
- 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**. This position will then transition to a full-time position from **May 1st, 2023 - September 2nd, 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**.