UBC Geering Up Engineering Outreach
Room 160 - 3800 Wesbrook Mall, UBC V6S 2L9
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Clubs Instructor - 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](http://www.geeringup.ca).

Job Summary

Under the guidance of the Clubs Student Assistant and the Coordinators, the Clubs Instructors are required to:

1. Prepare activities and lead club sessions for youth
   a. Design activities
   b. Purchase materials
   c. Book our mentors
2. Supervise and mentor High School Volunteers (Junior Instructors)
3. Following safety and risk management policies and ensuring every student is safe and having fun
4. Complete all evaluations and reports in a timely manner
5. Assist in prep tasks at the end of each day
6. Perform other duties, as requested by the Clubs Student Assistant

Qualifications

1. This is a UBC Work Learn position. You must be a current/graduating UBC student in order to be eligible. More specific requirements can be found [here](#).
2. Club Instructors must be current UBC students. We accept students of any year standing - undergraduate, or graduate. An educational background in a STEM field is an asset.

3. Experience working with groups of youth is an absolute necessity. Examples of this could include community centres, day camps, overnight camps, or daycares.

4. 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.

5. A candidate who is a great fit for this position will be flexible, collaborative, and highly organized. Good communication skills are extremely important.

6. All Geering Up staff must have a Criminal Record Check on file before they may work with children.

Terms of Appointment
This position is part-time September 6th, 2022 through to April 15th, 2023. Includes two team meetings before the work term. Hours will be between Monday to Friday from 8:30 am to 4:30 pm. There will also be training and events on a few evenings or weekends of the work term, information regarding these dates will be given out at a later time.

Remuneration
6 hours per week. The wage for this position is $16.86/hr - $18.05/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/ 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.