Clubs 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 Clubs Student Assistant (Clubs SA) is required to work alongside our current Clubs SA to:

1. Help supervise all aspects of clubs during the academic year
2. Plan training for Clubs Instructors and high school volunteers (Junior Instructors)
3. Support the Clubs Instructors
   a. Booking mentors/tours
   b. Budgeting and Materials Ordering
   c. Working with youth with exceptionalities
   d. Substituting for Club Instructor absences
   e. Act as a mentor and role model
   f. Conduct one-on-one check-ins

4. Oversee Parent Interactions
   a. Compose pre-club and post-club emails
   b. Manage late registrations and waitlists
   c. Attend to any other parent inquiries and/or concerns
5. Perform other duties, as requested by the Coordinators

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. Project management experience is an asset.

An ideal Club Student Assistant will be flexible, collaborative, and highly organized. Clear communication and interpersonal skills are extremely important. Project management experience and experience managing and operating budgets is an asset. 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. Mandatory work hours include weekly Saturday clubs from 9:00am - 1:00pm. Some weekday afternoon (3:30-5:00) availability to supervise online clubs is preferred. The remainder of hours are flexible and/or remote.

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/ 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.