Curriculum Developer - 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 Student Assistants, the Curriculum Instructor is required to:

1. Develop summer camp content
   a. Familiarize themselves with previous camp content
   b. Plan and design camps for STEM camps
      i. Review and polish our existing camps
      ii. Develop new curriculum for multiple camps
      iii. Review all curriculum for compliance with Geering Up’s risk management procedures, to create safe and fun learning experiences

2. Create camp activities which are fun and engaging
3. Complete all evaluations and reports in a timely manner
4. Perform other duties, as requested by the Coordinators

Duties
The Curriculum Instructor leads the development of Geering Up’s science, engineering, and technology camp curriculum. They will plan, design, and purchase materials for camps Elementary and High School levels. This will include reviewing and polishing existing camp content, developing the content for new camps, and ensuring all camp content is engaging, exciting, and educational. In all tasks, the Curriculum Instructor will create safe and fun learning experiences in science, engineering, and technology.

They will work with a team of Curriculum Instructors to ensure the camp curriculum is developed for all of our camps. The Curriculum Instructor will also work to ensure all materials are ordered in time for summer camp.

The Curriculum Instructor will complete all evaluations and reports assigned in a timely manner as well as perform other relevant duties, as requested by the Directors 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.

An ideal Curriculum Instructor will be creative, collaborative, and highly organized, with a clear understanding of how schools work and operate. Strong communication and interpersonal skills are extremely important. Project management experience and experience managing, and operating budgets is an asset. The Curriculum Instructor should have 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 September 12th, 2022 through to April 30th, 2023. with the option of the instructor taking on a full-time role in May or June through August.

Remuneration

10 hours per week. The wage for this position is $17.39/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.