Kelowna Instructor (Part-Time) - 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 Geering Up Kelowna Assistant Manager, Coordinator, and Student Assistants, Instructors will be required to:

1. Prepare activities and lead sessions for children/youth, including
   ○ Developing and designing activities
   ○ Purchasing materials
2. Act as an Instructor and role model at Geering Up programming
3. Following safety and risk management policies and ensuring every student is safe and having fun
4. Train, supervise, and provide guidance to volunteer personnel
5. Complete all evaluations and reports in a timely manner
6. Assist in prep tasks at the end of each day
7. Perform other duties, as requested by the Kelowna Student Assistant

Qualifications

1. Must be a student enrolled in courses at UBC Okanagan
2. University student with a strong background in science, engineering, or technology
3. Experience working with children in a teaching environment. 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.
4. Experience in planning, organization, multi-tasking, and self-directed work.
5. Generally 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.
7. 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.

Terms of Appointment
This position is part-time from 6 September, 2022 – April 1, 2023. 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
Up to 10 hours per week, starting at $17.39/hour.

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.