Kelowna Student Assistant - Job Description

Description of 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

Geering Up and the School of Engineering at UBC’s Okanagan campus run a variety of one-day and multi-day programs both on and off-campus. These programs focus on promoting STEM to students from Kindergarten - Grade 12 and to their teachers. As a Kelowna Student Assistant, you will support with the design, planning, logistics, and organization of programming which may include camps, clubs, events, school workshops, and local outreach.

Under the guidance of the Geering Up Kelowna Assistant Manager and Coordinator, the Kelowna Student Assistant is required to:

1. Organize and deliver Instructor training sessions
2. Deliver programming
   - Support with all aspects of the organization and planning
   - Help with planning and designing engaging engineering programming for youth
● Attend events on behalf of Geering Up and act as a representative for Geering Up
● Organize the presence of additional staff members and volunteers if needed
● Seek and work with community contacts and sponsors

3. Oversee logistics for events
   ● Set-up and maintain event registration systems, including emailing attendees before and after events
   ● Organize logistics for one-day events including materials and food
   ● Promote events via email campaigns, social media, and mail campaigns

4. Support and Supervise Instructors in:
   ● Developing curriculum content
   ● Booking mentors/tours
   ● Budgeting and Materials Ordering
   ● Overseeing day to day Instructor work
   ● Working with youth with exceptionalities
   ● Substituting for Instructor absences
   ● Acting as a mentor and role model
   ● Conducting one-on-one check-ins
   ● Write Junior Instructor references and maintain volunteer hours

5. Oversee Parent Interactions
   ● Compose pre-club and post-club emails
   ● Manage late registrations and waitlists
   ● Attend to any other parent inquiries and/or concerns

6. Complete all evaluations and reports in a timely manner

7. Perform other duties, as requested by GU Kelowna Assistant Manager and Coordinator

Qualifications

● Must be a student enrolled in courses at UBC Okanagan
● Strong written and visual communication skills
● Experience working with community partners
● Planning, organizational, multi-tasking, and self-directed work skills.
● Experience managing and operating budgets
● Excellent communication and interpersonal skills
● Comfortable in a self-directed work environment
● Experience with grant writing and applications an asset
● Special consideration given to those who have worked in a summer camp environment in the past, and those with 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 will be part-time from Sept 2nd, 2022 to April 28th, 2023.

Remuneration

Up to 15 hours per week, starting at $18.62/hour.

How to Apply

You must apply via the application form on our website, found here https://geeringup.apsc.ubc.ca/join-us/general-information/staff/. The form will require 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 to submit your application is 11:59 PM PST on July 24th, 2022.