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 and workshops both on and off-campus. These programs focus on promoting STEM to students from Kindergarten - Grade 12 and to their teachers. As a Kelowna Co-op Instructor, you will support with the design, planning, logistics, and facilitation of programming which may include camps, clubs, events, school workshops, and outreach.

Under the guidance of the Geering Up Kelowna Assistant Manager and Coordinator, Co-op Instructors are required to:

1. Deliver programming
   - Support with all aspects of the organization and planning
   - Help with planning and designing engaging engineering programming for k-12
   - Lead activities for k-12 students, educators, and other attendees

2. Oversee logistics for programming
   - Organize logistics for programs including materials and food
   - Promote programming via email campaigns, social media, and mail campaigns

3. Follow 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 GU Kelowna Assistant Manager and Coordinator

Qualifications
- Must be a student enrolled in courses at UBC Okanagan in the co-op program
- Strong written and visual communication skills
- Experience working with community partners
- Planning, organizational, multi-tasking, and self-directed work skills.
- Excellent communication and interpersonal skills
- Comfortable in a self-directed work environment
- Special consideration given to those who have worked in a k-12 programming environment, 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 full time for a term of 4-8 months, with a preference for candidates who are able to commit to the full 8 month term from Sept 6th, 2022 to April 28th, 2023.

Remuneration
35 hours per week, starting at $17.39/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.