Local Events Instructor - 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 Local Events Instructor is required to:

1. Help deliver off-campus events
   a. Attend events on behalf of Geering Up
      i. Plan event curriculum
      ii. Organize the presence of additional staff members if needed
      iii. Seek and work with community contacts and sponsors
      iv. Recruit for our high school volunteer program by visiting schools
   b. Help deliver one-day on-campus events
      i. Help oversee all aspects of the organization and planning
      ii. Create curriculum for the day
      iii. Pack materials for the event
      iv. Support with the event delivery

2. Complete all evaluations and reports in a timely manner

3. Perform other duties, as requested by the Coordinators
**Duties**

The Local Events Instructor delivers Geering Up’s event programming on and off-campus during the academic year. During the application process, applicants will indicate their availability for in-person or online work. The Local Events Instructor should seek out opportunities for Geering Up to grow and reach new groups whenever possible.

The Local Events Instructor will lead the curriculum development for Geering Up’s one day events such as the Girls Only Makeathon, Engineering Explorations, and Let’s Talk Tech.

In the past, Geering Up has attended events such as APEGBC’s EG-FEST, the APEGBC Science Games, the GVRSD Science Fair, ACEC-BC Young Professionals Consultants’ Contraption, various high school career fairs, and Faculty of Applied Science outreach events. The Local Events Instructor would work alongside these groups to coordinate Geering Up’s attendance typically in the form of a booth. They would plan event curriculum including safety measures, organize the presence of additional staff members as needed, and be the face of Geering Up at these events.

The Local Events Instructor represents Geering Up to the public. They will seek out and work alongside community contacts or sponsors to find locations to host evening and weekend events. This may also include working alongside the Sponsorship Student Assistant. The Local Events Instructor is expected to interact with parents/guardians and other members of the public in a professional manner. Whenever wearing Geering Up apparel (ex. staff shirt), the Local Events Instructor is representing Geering Up and is expected to act accordingly.

The instructor’s tasks are of medium complexity, with the expectation that they will be able to create an effective event plan within a timely manner.

**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.

The Local Events Instructor must be a current UBC student with a strong background in a STEM program. We accept students of any year standing - undergraduate, or graduate.

A candidate who is a great fit for this position 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. The Local Events Instructor should be adept at public speaking. The Local Events Instructor should have proven leadership skills, exceptional teamwork abilities, be capable of multitasking, and be comfortable in a self-directed work environment. 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 12th, 2022 through to April 8, 2023.**
Remuneration

10 hours per week. The wage for this position is $16.86/hr - $18.05/hr based on the applicant's time worked with Geering Up. Please note that often, Events Instructors will work more hours in a week when there's an event scheduled, and fewer hours when there are no events scheduled. Events Instructors must be available for evening and weekend events.

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.