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

Duties

This position is an opportunity to gain experience in the field of STEM outreach, supply procurement, and inventory management. The Materials Student Assistant will primarily oversee the following tasks for programs on location at UBC Vancouver.

Under the guidance of the Coordinators, the Materials Student Assistant is required to:

1. Order, organize, and prepare all materials needed for the successful programming of Geering Up, including keeping an up to date inventory of all supplies, packing workshop bins, and preparing camp supplies in advance of each teaching day.
2. Oversee deliveries and online orders.
   a. Prepare a materials budget of $20,000
   b. Find appropriate vendors to materials order from
   c. Ensure materials are delivered on time for our programming
   d. Track all orders and deliveries as they arrive
   e. Write up and submit expense claim forms bi-monthly
3. Follow safety and risk management policies and ensuring every student and staff is safe and having fun
4. Act as a role model at workshops, camps, and events as needed
5. Train, supervise, and provide guidance to volunteer personnel
6. Complete all evaluations and reports in a timely manner
7. Perform other duties, as requested by the Administrative Team

*This is not a teaching position, nor is it a management position. A large portion of each work day will be spent organizing, cutting, gluing, and taping workshop supplies, in preparation of kids taking them home. Though a vital role to our program's success, this position often deals with the less glamorous side of outreach. A successful applicant must be willing to put in the time needed to complete these repetitive tasks, and have the inspiration to find efficient ways to complete them.

Qualifications

1. Strong experience managing an inventory
2. Proven leadership skills and exceptional teamwork abilities
3. Excellent communication and interpersonal skills
4. Planning, organizational, multi-tasking, and self-directed work skills
5. All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

A candidate who is a great fit for this position will be flexible, collaborative, and highly organized. Clear communication, excellent time management, and interpersonal skills are extremely important. Project management experience and experience managing and operating budgets is an asset. It is important to have excellent time management skills in order to balance this job alongside other commitments.

Term of Appointment

This position is part-time from September 6th, 2022 through to April 30, 2023. This position will have the possibility to then transition to a full-time position from May 1st, 2023 - September 2nd, 2023.

Remuneration

10 hours per week. The wage for this position is $18.40/hr - $20.00/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.