Offsite Clubs Instructor - 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
Under the guidance of the Clubs Student Assistant and the Coordinators, the Offsite Clubs Instructor is required to:

1. Prepare activities and lead weekly club sessions for youth
   a. Design activities
   b. Order materials
   c. Book tours/mentors
2. Supervise and mentor High School Volunteers (Junior Instructors)
3. Follow safety and risk management policies and ensuring every student is safe and having fun
4. Complete all evaluations and reports in a timely manner
5. Assist in prep tasks at the end of each day
6. Perform other duties, as requested by the Clubs Student Assistant and Coordinators

Qualifications
1. We accept students of any year standing - undergraduate, or graduate. An educational background in a STEM field is an asset.
2. Experience working with groups of youth is an absolute necessity. Examples of this could include community centres, day camps, overnight camps, or daycares.

3. 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. A candidate who is a great fit for this position will be flexible, collaborative, and highly organized. Good communication skills are extremely important.

5. All Geering Up staff must have a Criminal Record Check on file before they may work with children.

Organization Status
Staff report to the Coordinators and Program Manager. Instructors work in cooperation with other staff.

Terms of Appointment
This position is part-time from September 6th, 2022 through to April 15, 2023. will require the incumbent to be available in-person in at least one of the following clubs times:
  • Wednesday 2:45-5:00pm
Offsite clubs will occur in select elementary schools within the Vancouver School District. Transportation to and from the school is the responsibility of the instructors but may be eligible for reimbursement at the Program Coordinator’s discretion. Please indicate which time slots you are available for in your application.

Remuneration
6 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.

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.