



UBC Geering Up Engineering Outreach
Room 160 - 3800 Wesbrook Mall, UBCV6S 2L9
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Outreach Materials 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

Duties

This position is an opportunity to gain experience in the field of STEM outreach, supply procurement, and inventory management. The Outreach Materials Student Assistant will primarily oversee the following tasks for camps happening across the province.

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

1. Order, organize, and prepare all materials needed for the successful programming of the Geering Up outreach camps, 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 packing of bins for multiple camps each week.
 - a. Prepare a materials list for each activity and each camp
 - b. Ensure all materials are ordered
 - c. Pack all materials in an organized, timely manner
 - d. Track materials as they are used
 - e. Prepare a materials budget
 - f. 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. 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

A large portion of each work day will be spent organizing, preparing, and packing camp supplies, in preparation for kids using them in activities. The student assistant's tasks are of medium complexity, with the expectation that they will be able to manage a large inventory of supplies efficiently and in an organized manner.

Qualifications

1. UBC undergraduate student with a passion for the field of STEM outreach
2. Strong experience managing an inventory
3. Proven leadership skills and exceptional teamwork abilities
4. Excellent communication and interpersonal skills
5. Planning, organizational, multi-tasking, and self-directed work skills
6. 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 September 6th, 2022 to April 30th, 2023.**

Remuneration

10 hours per week. **\$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.**