Volunteer Student Assistant - 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

The Volunteer Student Assistant helps lead Geering Up’s Junior Instructor and STEM Leadership volunteer programs. Each summer, Geering Up recruits over 200 volunteers to assist in the delivery of our summer camps. Junior Instructors (JIs) are occasional volunteers that help with day-to-day operations of camps. The STEM Leadership Program (SLP) is a new initiative that involves high school students volunteering in camps, in addition to numerous professional development workshops and a group Social Development Project (SDP). More information about our volunteer programs can be found here.

The Volunteer Student Assistant may be working with one or both of these volunteer programs. The Volunteer Student Assistant should seek out opportunities for Geering Up to grow whenever possible, and should be passionate about getting youth involved in STEM outreach.

Under the guidance of the Geering Up Coordinators, the Volunteer Student Assistant is required to:

1. Promote Geering Up’s volunteer program at local high schools
   a. Contact high schools
   b. Visit high schools and present to interested students
2. Collect and process applications for volunteers
3. Train Geering Up’s volunteers  
   a. Run training sessions  
   b. Be familiar with all of Geering Up’s policies  
4. Schedule, supervise and support volunteers throughout their time at Geering Up  
5. Perform other duties, as requested by the Coordinators  

Qualifications  
- Experience working with groups of youth is preferred. 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.  
- 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.  
- The Volunteer Student Assistant 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 6th, 2022 to April 30th, 2023. This position will 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.