Outreach 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

Outreach Instructors are among our frontline staff, delivering week long STEM summer camps to youth across British Columbia. Those in this role have a special focus on working in rural areas and with at-risk and Indigenous youth, often carrying out their duties without direct on-site supervision.

Under the guidance of the Indigenous Outreach Coordinator and the Outreach Admin team, Outreach Instructors are required to:

1. Deliver science, engineering and technology activities
2. Develop and adapt curriculum as needed for programming delivery
3. Act as facilitator of knowledge and role model during outreach programs
4. Follow safety and risk management policies and ensure every student is safe and experiencing a positive learning environment
5. Assist the Volunteer Supervisor in the training and supervision of volunteer personnel
6. Act as an Instructor and role model
7. Assist in any necessary prep tasks including purchasing and preparation of materials, and packing supplies
8. Implement and document any necessary modifications to the workshops
9. Follow safety and risk management policies and ensure every student is safe and having fun
10. Complete all evaluations and reports in a timely manner
11. Perform other duties, as requested by the Coordinators. This may include planning and instructing Spring Break camps, and leading professional development events for teachers.

Qualifications
1. Strong experience working with children in a teaching environment
2. Willingness to gain expertise on a variety of STEM topics
3. Basic knowledge of computer science topics is an asset
4. Proven leadership skills and exceptional teamwork abilities
5. Excellent communication and interpersonal skills
6. Planning, organizational, multitasking, and self-directed work skills
7. A valid driver's license and access to a car for work is an asset but not required
8. Special consideration given to those with formal training in special education and/or disability theory, those who have worked in a summer camp or classroom environment in the past, and those with current Standard First Aid certification.
9. Ability to create and implement working projects and models of scientific concepts is an asset
10. All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

Term of Appointment
This position is full-time from September 6th, 2022 to April 30th 2023. This terms of this position can be 4-month until the end of December, or 8-month until the end of April.

Remuneration
35 hours per week. The wage for this position is $17.39/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.