Workshop 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
Our workshops are 1-to-1.5-hour Science and Engineering lessons delivered in classrooms. Each workshop includes hands-on learning activities, demonstrations, and a project for students to take home. Schools book our workshops to enrich the curriculum in their classroom and to have a university student mentor speak with their class. Instructors work in teams of two to deliver workshops. Geering Up has in-person workshops in Vancouver and Kelowna.

Workshops Instructors lead up to three workshops a day from January to April. This may involve frequent travel to different schools in the lower mainland multiple times a week. Other events they may help deliver include spring break camps and professional development events for teachers. Instructors get the opportunity to develop their communication, presentation, and project management skills.

Under the guidance of the Managers, Instructors are required to:

1. Deliver workshops for schools across the Lower Mainland OR in Kelowna
   a. Workshops are likely to be delivered in-person
   b. Some workshops may be delivered virtually
   c. Workshops instructors will be assigned to either the Vancouver or Kelowna team based on the location they provide in their application and interview.

2. Learn, practice, and present 1-to-1.5-hour hands-on science and engineering workshops
   d. Training will be provided during week one of your contract
   e. Classrooms range from Grades K to 12
f. Various STEM topics, with a special focus on computer science and engineering, aligned with Provincial Learning Outcomes
3. Act as an Instructor and role model at schools
4. Assist in any necessary prep tasks including purchasing and preparation of materials, and packing supplies
5. Implement and document any necessary modifications to the workshops
6. Follow safety and risk management policies and ensure every student is safe and having fun
7. Complete all evaluations and reports in a timely manner
8. Perform other duties, as requested by the Coordinators, when not at workshops. This may include planning and instructing Spring Break camps, creating/reviewing curriculum, leading professional development events for teachers, etc.

Qualifications
1. Strong experience working with children in a teaching environment
2. Proven ability to create and implement working projects and models of scientific concepts
3. Willingness to gain expertise on a variety of STEM topics
4. Basic knowledge of computer science topics is an asset
5. Proven leadership skills and exceptional teamwork abilities
6. Excellent communication and interpersonal skills
7. Planning, organizational, multitasking, and self-directed work skills
8. A valid driver's license and access to a car for work is an asset but not required
9. 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.
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 January 9th through April 30th, 2023.

Remuneration
35 hours per week at $17.39/hour.

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, teaching video and resume on the last page. Applications sent via email or via careers online will not be accepted. Check our website for application deadlines.