Offsite 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

Job Summary

We have Off-Site camp locations in South Surrey, North Delta, North Vancouver, and Richmond this summer! All of these locations require admin oversight. If hired, you will be assigned to oversee one of the South Surrey or North Vancouver positions. Depending on the size of each location, there may be multiple staff hired to oversee the location.

Under the guidance of the Coordinators, the Off-Site Camps Student Assistant is required to:

1. Help lead set-up of Geering Up off-site camps
   a. Setup registration system for off-site camps
   b. Oversee high school volunteers for off-site
   c. Oversee bursary system
   d. Lead mentor/tour recruitment
   e. Manage parent and site contact communications
   f. Perform other duties, as requested by the Coordinators
g. Review curriculum of the off-site location’s camps
h. Maintain relationships with community partners and room rental contacts

2. Provide support to Instructors for the duration of the off-site camps
   a. Lead weekly staff meetings, and daily check-ins
   b. Conduct rounds of the camps to ensure operations are running smoothly
   c. Maintain parent communications such as emails, phone calls, and in-person requests
   d. Attend to staff questions or concerns
   e. Sub into camps or provide additional support when necessary
   f. Maintain communication with the Coordinators during camp operations

Qualifications
1. Strong experience working with children in a teaching environment
2. Proven leadership skills and exceptional teamwork abilities
3. Excellent communication and interpersonal skills
4. Planning, organizational, multi-tasking, and self-directed work skills
5. Proven ability to create and implement working projects and models of scientific concepts
6. A valid driver’s license and access to a car for work is an asset
7. Special consideration given to those with formal training in special education and/or disability theory, those who have worked in a summer camp environment in the past, and those with current Standard First Aid certification.
8. 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 (5 hours) from Jan 10th - April 30th, 2022, full time from May 2 - Sept 2, 2022.

Remuneration
$18.40 per 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 and resume on the last page. Applications sent via email or via careers online will not be accepted. See our website for the application deadline