



UBC Geering Up
Engineering Outreach

How to Apply

Please apply on our website:
www.geeringup.apsc.ubc.ca/staff/

The application form will request you to attach a **resume**. Applications sent via email or via careers online will not be accepted. The deadline for application is listed on our website.

Remuneration

\$20.55 - \$21.14 per hour based on the applicant's time worked with Geering Up. To be paid out according to the calendar set by UBC payroll.

Why Join Geering Up?

- Work with passionate undergraduate staff across multiple faculties
- First Aid & CPR certification (unless currently certified)
- Access to a national network of STEM outreach organizations. Learn more about the Actua network [here](#)
- Equity, Diversity, and Inclusion training
- Leadership & program development opportunities for returning staff members
- Co-op eligible position

Materials & Special Projects Student Assistant

What is Geering Up?

UBC Geering Up Engineering Outreach is a non-profit organization dedicated to engaging the children and youth of British Columbia in STEM (Science, Technology, Engineering and Math) through fun, innovative, and hands-on experiments and projects. We recognize that there are systemic barriers that prevent many people from pursuing careers in STEM. Thus, Geering Up 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 through summer camps, in-school workshops, community outreach trips, clubs, and more.

More information about Geering Up and our programs is available [here](#).

The Materials Student Assistant helps manage the procurement, inventory, and distribution of summer camp materials across the Lower Mainland. **This is not a teaching or management position.**

What skills are we looking for?

- Strong experience managing an inventory
- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Project management experience, experience managing, and operating budgets is an asset
- A driver's license and access to a car for work is an asset
- Ability to lift up to 40lbs is preferred
- Previous experience with Geering Up or similar STEM outreach program is an asset
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children and volunteers.

*We encourage candidates to apply even if they meet only some of the skills criteria listed above.

Terms of Appointment

Full-time **April 29th, 2024 – August 30th, 2024 at 35-40 hours/week**. Full time hours will be Monday-Friday from 8:30am to 4:30pm, with some flexibility.

What would you do in this role?

- Order, organize, and prepare all materials needed for the successful programming of Geering Up: Keep an up-to-date inventory of all supplies, pack workshop bins, and prepare camp supplies in advance of each teaching day
- Oversee deliveries and online orders: Prepare a materials budget, ensure materials are delivered on time, track all orders and deliveries as they arrive, write up and submit expense claim forms if needed
- Follow and enforce safety and risk management policies
- Train, supervise, and provide guidance to staff and volunteers
- Complete all evaluations and reports in a timely manner
- Assistance with other special projects, as determined by Coordinators
- Perform other duties, as requested by the Camps Coordinators



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