



**UBC Geering Up**  
Engineering Outreach

## How to Apply

Please apply on our website:  
[www.geeringup.apsc.ubc.ca/staff/](http://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 with Geering Up. To be paid out according to the calendar set by UBC payroll.

## Why Join Geering Up?

- Lead and inspire a team of highly motivated high school student volunteers
- Obtain First Aid & CPR certification (unless currently certified)
- Access a national network of STEM outreach organizations. Learn more about the Actua network [here](#)
- Training on topics such as classroom management, working with youth with exceptionalities, utilizing educational technology
- Equity, Diversity, and Inclusion training
- Leadership & program development opportunities for returning staff members
- Co-op eligible position
- Attend our annual staff training retreat!



# Volunteer Student Assistant Job Description

## 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 Volunteer Student Assistant works in a team to recruit, train, and oversee over 300 youth volunteers across Geering Up's summer camp programs.

## What skills are we looking for?

- Passion for STEM outreach
- Experience working with high school age youth an asset
- Strong leadership, teamwork, communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Strong problem solving and conflict resolution skills
- Experience managing and operating budgets is an asset
- Experience with Word and Excel
- Past experience as a Geering Up volunteer is an asset
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children and volunteers

## What would you do in this role?

- Promote Geering Up's volunteer program at local highschools
- Collect and process applications for volunteers
- Act as role model at camps and events
- Train Geering Up volunteers
- Schedule, supervise, and support volunteers throughout their time at Geering Up
- Follow safety and risk management policies and ensure every volunteer is safe and having fun
- Supervise, and provide guidance to volunteer personnel
- Complete all evaluations and reports in a timely manner
- Assist in prep tasks at the end of each day
- Perform other duties, as requested by the Camp Coordinators

## Terms of Appointment

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

Camp staff will work 7:45-3:45pm on Mondays (or the first day of week) during the camp season (July-August) to accommodate the additional preparations required for the first day of camps each week.



THE UNIVERSITY OF BRITISH COLUMBIA  
Faculty of Applied Science

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