



# After Care Student Assistant Job Description

## Terms of Appointment

Part-time June 12<sup>th</sup>, 2024 – August 30<sup>th</sup>, 2024. Full time hours will be approximately Monday to Friday from 1:30pm to 5:30pm, with some flexibility at the end of long days.

## Remuneration

\$20.55-21.14 per hour at 20 hours/week. To be paid out according to the calendar set by UBC payroll.

## Why join Geering Up

- Science communication and teaching experience; teaching hours with Geering Up can typically be accepted by Education programs to fulfill admissions requirements.
- First Aid & CPR certification (unless currently certified)
- Access to 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

## 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](#).

## What skills are we looking for?

- Experience working with groups of youth is an absolute necessity. Examples of this could include community centers, day camps, overnight camps, or daycares
- Flexible, collaborative, and highly organized
- Clear communication and interpersonal skills are extremely important
- Capable of multitasking, comfortable in a self-directed work environment, planning and executing tasks
- Previous experience planning STEM-theme curriculum is an asset
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

## What would you do in this role?

- Responsible for overseeing the After Care program
- Oversee the creation and planning of activities, preferably science-related, for the program
- Supervise and support After Care instructors in executing the After Care program
- Act as the primary on-site contact person for the After Care instructors and parents and children participating in the After Care program
- Responsible for the safety of the children and expected to be adaptable and exercise good judgement
- Complete all evaluations and reports in a timely manner
- Perform other duties, as requested by the Camp Coordinators

## 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/](http://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. The deadline for applications is on the website.