



**UBC Geering Up**  
Engineering Outreach

# Coquitlam Offsite Student Assistant

## Terms of Appointment

Full-Time **April 28th, 2025**  
through to **August 31st, 2025**.

**Location Address:** Royal Bridge  
High, 1123 Westwood St #301,  
Coquitlam, BC, V5B 0M1

## Remuneration

\$21.17-21.77 per hour at 35  
hours/week April-June and  
40 hours/week July-Aug. 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. Systemic barriers prevent many people from pursuing careers in STEM, so Geering Up strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 29 years, we have reached youth through events, summer camps, in-school workshops, community outreach trips, clubs, and more. Find more information about our programs [here](#).

## What skills are we looking for?

- Strong experience working with children in a teaching environment
- Proven leadership skills and exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Planning, organizational, multi-tasking, and self-directed work skills
- Proven ability to create and implement working projects and models of scientific concepts
- 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.
- A valid driver's licence and access to a car for work is an asset.
- Being an active UBC Student is an asset
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

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

## What would you do in this role?

- Help lead set-up of Geering Up off-site camps, which may include managing our camp registration platforms and overseeing bursary systems.
- Review camp curriculum for viability at our offsite locations.
- Lead mentor recruitment for professionals from industry academia to attend our camps.
- Provide support to instructors and volunteers for the duration of the camps, including leading weekly staff meetings and check-ins and offering instructional support in camps, when needed.
- Liaise with various stakeholders including parents, location hosts, and any other parties.
- Maintain communication with the Coordinators throughout
- All other duties as requested by the Coordinators.

## How to Apply

Application form 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.

Applications sent via email or via careers online will not be accepted. The deadline for applications is on the website.

