



Volunteer Student Assistant Job Description

Terms of Appointment

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

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

- Lead and inspire a team of highly motivated high school student volunteers
- 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
- Co-op eligible position

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](#).

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 is an asset
- Proven leadership skills and exceptional teamwork abilities
- Excellent 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.

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

How to Apply

Application form can be found on our website: 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.

What would you do in this role?

- Promote Geering Up's volunteer program at local high schools
- 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