U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Resource Coordinator

This posting may be used to fill more than one position.
Term: Temporary Full-Time paid position
Job Start Date: April 30th, 2018
Job End Date: August 31st, 2018
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs – 40hrs/week
Hourly Rate of Pay: $18.74 per hour
($ 17.19 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

Application Deadline: Sunday, February 11th, 2018 at 11:59pm

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events, and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across northern Alberta and the Northwest Territories. We deliver in-class science workshops during the months of May and June, and offer engineering, science, and technology day camps during July and August. The resource coordinators oversee the preparation for workshops and camps in Edmonton and satellite communities. They correspond directly with communities and schools. They are also responsible for managing and training instructors, senior instructors, and junior instructors on packing materials and proper storage. They are responsible for packing lists, material procurement and ensuring that all materials are ordered and stored accordingly.

Job Duties

- Coordinate all supply packing for workshops and camps
- Prepare materials for workshop and camp projects, pack these materials into bins and create supply lists for material purchasing
- Work closely with Camp and Workshops Coordinator and Operations Team
- Edmonton based*
- Supervise junior instructors and assign tasks
- Manages spending with the Operations Team for materials
- Creates and provides training for instructors and junior instructors
- Deliver workshops (teach scientific concepts and run hands-on projects) with enthusiasm, professionalism and efficiency to classrooms all over Edmonton
- Keep facilities clean
- Follow safety and risk management procedures and ensure every participant is safe and having fun
• Communicate with parents, campers, media, instructors, supervisors, teachers, and other stakeholders

Job Qualifications
• Enrolled fulltime in an undergraduate program at the U of A for the current academic school year, preferably with some background in engineering, science, computer science, math, or education.
• Strong leadership skills
• Superior communications skills
• Creative and detail oriented
• Convey excitement and enthusiasm about science, engineering, math, and technology
• Demonstrated skill in creating lesson plans is an asset
• Positive role model
• Excellent conflict resolution and problem solving skills
• Ability to work as part of a team
• Mature interpersonal conduct
• Willingness to learn new material
• Proficiency in working with database/spreadsheet programs such as Microsoft Access and Excel and the Google Drive
• Class 5 driver’s license (GDL removed) is required
• Able to complete a Police Criminal Record Check (with vulnerable section)
• The ability to fluently speak French is an asset
• Previous experience with DiscoverE, a Girls Club or a science camp is an asset

How to apply:

New to DiscoverE? Great! We need you to complete the following 4 items:
1) Get to know DiscoverE (www.discovere.ualberta.ca)
2) Fill in this online application (Should take about 30 minutes)
3) Submit your resume to deoc@ualberta.ca
4) A video cover letter, maximum of 3 minutes, to deoc@ualberta.ca

Resource Coordinator - The video should be about your organizational style and how you think this will be a good fit for DiscoverE

Worked for us in the past? Fantastic! We need the following 3 items from you:
1) Fill in this online application (Should take about 30 minutes)
2) Submit your resume to deoc@ualberta.ca
3) A video cover letter, maximum of 3 minutes, to deoc@ualberta.ca

Resource Coordinator - The video should be about your organizational style and how you think this will be a good fit for DiscoverE

We thank all applicants for their interest in DiscoverE, however only successful candidates will be contacted for an interview.
If you have any questions or concerns, please feel free to visit 2-215 DICE or email Ilana Young at deoc@ualberta.ca