U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Volunteer Coordinator

Term: Temporary Full-Time paid position, this posting may be used to fill more than one position
Job Start Date: April 30th, 2018
Job End Date: August 31st, 2018
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs/week
Hourly Rate of Pay: $17.57 per hour
($ 16.12 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

Application Deadline: Applications will remain open until a suitable candidate has been found.

Submit Resume and Cover Letter with 3 references via email to:
Ilana Young
Director of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 92211 – 116 St NW
Edmonton, AB T6G 1H9
Email: deoc@ualberta.ca
Phone: 780-492-8986

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. We are seeking a dynamic, team-oriented, Volunteer Coordinator who will work to help build and implement a Volunteer program that will support the Camps, Clubs & Special Events that are offered throughout the summer months and the school year. Our programs work with anywhere between 20-60 volunteers throughout the year.

Job Duties

- Develop and implement a strategic plan for the recruitment of volunteers
- Create a volunteer registry and database
- Develop and implement a program to recognize volunteers
- Review and modify training documents for volunteers
- Work with other departments in The Faculty of Engineering for volunteer needs
- Work with the Camp & Workshop Coordinator and the Clubs, Curriculum, & Special Events Coordinator to train and organize volunteers for our Camps, Clubs, Workshops and Special Events.
Actively recruit in classrooms across campus
Will also help with recruiting DiscoverE team members where needed

Job Qualifications

- Enrolled full time 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
- Superior communications skills including excellent public speaking skills
- Creative and detail oriented
- Convey excitement and enthusiasm about science, engineering, math, and technology
- 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 an asset
- Able to complete a Police Criminal Record Check (with vulnerable section)
- The ability to fluently speak French is an asset
- Previous experience with DiscoverE is an asset

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