Job Title: After School Club Instructor

This posting may be used to hire for more than one position. Please note that this position will be required to work late afternoon and early evenings.

Term: Temporary Part-Time Paid Position

Job Start Date: January 8th, 2018 – Initial Meet and Greet 5pm – 7pm
Job End Date: April 27th, 2018
Job Location: 2-215 Donadeo Innovation Centre for Engineering

Hours: 15 hrs/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: Monday, November 13th, 2017 at 11:59pm

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. Our goal is to foster and grow youth interest in engineering, science and technology and math in youth (STEM). We focus on fun, accessibility and mentorship! We deliver high-impact classroom workshops, unique clubs and events, and engaging summer camps to more than 27,000 youth every year, and our programs reach over 80 communities across northern Alberta and the Northwest Territories.

After School Club instructors will prepare for and deliver curriculum-based After School Clubs on select days of the week and are directly responsible for the experience of each student participant.

Job Duties

- Prepare materials for club projects, packing these materials into bins
- Identify materials and supplies that are necessary for After School Clubs
- Work with the Clubs, Curriculum & Special Event Coordinator and Camp & Workshop Coordinator to recruit and train After School Club volunteers
- Work with the Clubs, Curriculum & Special Event Coordinator to brainstorm themes and project ideas for the term and future clubs
- Driving to schools and community centers in Edmonton
- Delivering club content, teaching specific concepts and running hands-on projects with enthusiasm, professionalism, and efficiency to classrooms all over Edmonton with a fellow After School Club Instructor
- Following safety and risk management policies and ensuring each participant is safe and having fun
• Communicating with parents, participants, media, teachers, supervisors, instructors, and other community stakeholders
• Support the Camp & Workshop Coordinator and Director in deliverables and reporting

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.
• 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 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, a Girls Club or a science camp is an asset

Important Information for Applicants

• Variable hours working
• The After School Club team will be running a club at a school in the afternoon (3:00pm – 6:00pm) on Monday, Tuesday, Wednesday, or Thursday.
• In order to apply you must be available for the entire 4 hour time period on either Monday, Tuesday, Wednesday, or Thursday. (No class between 2:30pm – 6:30pm)
• We specifically require drivers for the Winter 2018 semester

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