U of A Faculty of Engineering DiscoverE

Job Title: Girls Club Instructor

This posting will be used to fill more than one position. Please note that this position has at least 8hrs worked every Saturday.

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: 8hr/week OR 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 78 communities across northern Alberta and the Northwest Territories. The Girls Club Instructor will assist the Director and Clubs, Curriculum & Special Event Coordinator in advertising, administering programing. They will prepare for and deliver curriculum-based programming for our Saturday Girls Clubs. They are directly responsible for the experience of each participant.

Job Duties

- Prepare materials for club projects, packing these materials into bins
- Identify materials, services, mentors, and supplies that are necessary for Girls Clubs
- Work with the Clubs, Curriculum & Special Event Coordinator to recruit and train Girls Club volunteers
- Work with the Clubs, Curriculum & Special Event Coordinator to create user friendly write-ups and informational hand-outs for volunteers
- Work with the Clubs, Curriculum & Special Event Coordinator to brainstorm themes and project ideas for the term and future clubs
- Delivering club content, teaching specific concepts and running hands-on projects with enthusiasm, professionalism, and efficiency to groups of girls every Saturday for 9 consecutive weeks
- Following safety and risk management policies and ensuring each participant is safe and having fun
- Communicating with parents, participants, media, instructors, and other community stakeholders
• Support the Clubs, Curriculum & Special Event 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
- 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**

- Girls Clubs run on Saturdays from 9am – 12pm and 1pm – 4pm. Girls Club instructors will be required to work from 8:00am – 5:00pm on the 9 consecutive Saturdays the club runs.
- Variable hours of work throughout the week must be scheduled (Additional 7hrs if in 15hr position)

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