U of A Faculty of Engineering DiscoverE

Job Title: Volunteer Coordinator
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: 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. We are seeking a dynamic, team-oriented, Volunteer Coordinator to build our Volunteer Program.

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 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 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