

Geering Up Kelowna UBCO Engineering Outreach

EME 3276 – 1137 Alumni Avenue, V1V 1V7

Email: kelowna.geeringup@ubc.ca

Website: <https://geeringupokanagan.ca/>

Position: In-Person Workshops and Camps Student Assistant (Part-Time/Full-Time)

What is Geering Up?

UBC Geering Up Engineering Outreach is a student-run organization dedicated to promoting STEAM concepts to the children and youth of British Columbia through fun, innovative, and hands-on experiments and projects. Geering Up recognizes that there are systemic barriers that prevent many people from pursuing careers in STEAM. Thus, Geering Up strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 27 years, Geering Up has reached over 150,000 youth through summer camps, in-school workshops, community outreach trips, clubs, and more. On UBC's Okanagan Campus, Geering Up has operated for 7 years, bringing Geering Up's exciting programming to the Okanagan region. More information about Geering Up is available on our [website](#).

What skills are we looking for?

- Experience working with children/youth, preferably in a learning environment
- Planning, organizational, multi-tasking, and self-directed work skills
- Special consideration may be given to those who are able to drive and have a vehicle
- Proven leadership and people-coaching skills, ideally in a supervisory role
- Exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Experience purchasing and working within operating budgets
- Background or comfortability in STEAM topics, or a willingness to learn new subjects
- Special consideration given to those with formal training in special education and/or disability theory, those who have worked in a programming environment in the past, and those with current Standard First Aid certification
- All Geering Up Staff need a Criminal Record Check on file to work with children

What will you do?

Our Student Assistants are vital pieces to our team and lead our group of instructors to conduct workshops in May and June, and week-long STEAM day-camps in-person each week of the summer. Under the guidance of the Kelowna Coordinator, and Manager, Student Assistants will be responsible to:

- Support with all aspects of program organization and planning
- Scheduling of staff teams
- Act as an Instructor and role model at Geering Up programs
- Communicate with community partners, participants and parents via email, phone, and in-person interactions
- Follow safety and risk management policies and ensure program safety and fun
- Supervise, coach, provide support, and train to the instructor team, enabling them to perform at their best
- Complete all evaluations and reports in a timely manner
- Assist with registration, bursaries, and other support projects
- Perform other duties, as requested by supervisors
- Student Assistants may be asked to participate or oversee Okanagan outreach trips

What you will learn/develop?

- Experience managing a team of staff in a fast-paced and fun environment
- First Aid & CPR certification (unless currently certified)
- Training on topics such as classroom management, working with youth with exceptionalities, supervision, and utilizing educational technology
- Equity, Diversity, and Inclusion training

Terms of Appointment

- Part-time **January 8th, 2024 through to April 28th, 2024**, and then full-time until **September 1st 2024**. Part-time hours will be based on operational need, with some flexibility based on applicant class schedule
- On **January 13th** staff must be available from **9am to 4pm** for training, and from **January 20th to April 7th** staff must be available to work **Saturdays from 9am to 2pm** to deliver Club programming (excluding Feb 17th and Mar 30th)

Remuneration

- The position is for part-time work at up to 12 hours per week in the part-time season and 35-40 hours per week in the full-time season. To be paid out according to the calendar set by UBC payroll
- The wage for this position is \$20.55 - \$21.14 based on the applicant's time working with Geering Up

How to Apply

Please only apply for this role on our [website](#). The application form will request you to attach your resume as well as any other required documents. Applications sent via email or via careers online will not be accepted. The deadline for applications is specified on the website