

Geering Up Okanagan Engineering Outreach

EME 3276 – 1137 Alumni Avenue, V1V 1V7

Email: kelowna.geeringup@ubc.ca

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

Position: In-Person STEAM Programming Student Assistant (Full-Time)

What is Geering Up?

UBC Geering Up Engineering Outreach is a student focused organization dedicated to promoting Science, Technology, Engineering, Art and Math (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 28 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 8 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
- Background or comfort in STEAM topics, or a willingness to learn the basics of STEAM subjects
- Planning, organizational, multi-tasking, and self-directed work skills
- Proven leadership and people-coaching skills, ideally in a supervisory role
- Exceptional teamwork abilities
- Excellent communication and interpersonal skills
- Special consideration may be given to those who are able to drive and have a vehicle
- Experience purchasing and working within operating budgets
- Special consideration may be 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 Okanagan team and lead our instructors to conduct workshops in May and June, and week-long STEAM day-camps throughout the summer. Under the guidance of the Kelowna Coordinator, and Manager, Student Assistants are responsible to:

- Supervise, coach, support, and train an instructor team, enabling them to regularly perform at their best
- Create and foster a positive and collaborative team culture
- Support with all aspects of program organization and planning
- Develop and refine engaging STEAM curriculum for participants in-line with BC guidelines
- Scheduling of staff teams
- Act as an Instructor and role model at Geering Up programs
- Communicate with participants and parents via email, phone, and in-person interactions
- Follow safety and risk management policies to ensure program safety and fun
- 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 leading, mentoring and inspiring a team in a fast-paced and fun environment
- First Aid & CPR certification (unless currently certified), and Chemical Safety training
- 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

- Full-Time employment from **April 22nd, 2024** to **September 1st, 2024**
- From **June 19th, 2024** to **June 21st, 2024**, staff must be available to attend an in-person training retreat located in Chilliwack BC. Geering Up will provide transportation and all other necessities required for the trip
- **This position qualifies as a UBC Co-op role**

Remuneration

- The position is for full-time work at up to 35-40 hours per week. 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