



# In-Person STEAM Programming Student Assistant Job Description

## Terms of Appointment

Part-Time from **January 6th, 2025 to April 28th, 2025** and then full-time until **August 31st, 2025**. Part-time hours will be based on operational need, with some flexibility based on applicant class schedules

From **January 11th to March 29th** staff must be available to work Saturdays from 9am to 1pm to deliver Club programming.

## Remuneration

\$21.77 - \$22.44 per hour at 35-40 hours/week. To be paid out according to the calendar set by UBC payroll.

## Why Join Geering Up

- 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, and utilizing educational technology
- Equity, Diversity, and Inclusion training

## How to Apply

Application form can be found on our [website](#). You must apply via this form. Applications sent via email or via careers online will not be accepted. The deadline for applications is on the

## What is Geering Up?

UBC Geering Up Engineering Outreach is a non-profit organization dedicated to engaging the children and youth of British Columbia in STEM (Science, Technology, Engineering and Math) through fun, innovative, and hands-on experiments and projects. Systemic barriers prevent many people from pursuing careers in STEM, so Geering Up strives to reach all children and youth, regardless of gender, ethnicity, culture, or socio-economic status. Over the past 29 years, we have reached youth through events, summer camps, in-school workshops, community outreach trips, clubs, and more. Find more information about our programs [here](#).

## 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 skills 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 program environment in the past, and those with a current First Aid certification
- All Geering Up Staff must have a Criminal Record Check on file before they may work with children.

## What would you do in this role?

- Supervise, coach, support, and train instructors, enabling them to 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

We encourage candidates to apply even if they meet only some of the skills criteria listed above