U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: DiscoverE Instructor

This posting will be used to fill more than one position, we are looking for instructors for Saturday Camps.

Term: Temporary Part-Time paid position
Job Start Date: January 7th, 2019
Job End Date: April 26th, 2019, possibility of extension for spring and summer for full-time
Job Location: 2-215 Donadeo Innovation Centre for Engineering

Hours: 15hrs/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: October 21st, 2018 at 11:59pm.

Submit Resume and Creative 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

Please also include your weekly availability Monday – Saturday
*Creative cover letters can be anything that you think is a great way to showcase why you are a great fit for our Fall/Winter instructor role. We will accept videos, songs, embroidery, etc. The only limit is your imagination.

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events, and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across northern Alberta, British Columbia, Saskatchewan and the Northwest Territories. The instructors prepare for and deliver workshops, clubs, special events and camps. They are directly responsible for the positive experience of each child participant.

Job Duties

- Prepare materials for workshop, clubs, special events and camp projects, pack these materials into bins and create supply lists for material purchasing
• Teach scientific concepts and run hands-on projects with enthusiasm, professionalism and efficiency to youth all over Edmonton and area, British Columbia, Saskatchewan and the Northwest Territories with a fellow instructor.
• Classroom management
• Keep facilities clean
• Follow safety and risk management procedures and ensure every participant is safe and having fun
• Communicate with parents, campers, media, instructors, supervisors, teachers, and other stakeholders
• Collect feedback from teachers, campers and parents

Job Qualifications

• Enrollee fulltime in an undergraduate program 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
• Class 5 driver’s license (GDL removed, or able to be 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 or a science program is an asset

Important Information for Applicants

• Camps run from January 26th to April 6th. Due to the statutory holiday, there will be no camp on February 16th. Variable hours working for prep and packing.
• If successful, we require a Police Criminal Record Check (with vulnerable section)

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