U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Resource Coordinator

This posting will be used to fill more than one position

Term: Temporary Full-Time paid position
Job Start Date: April 29th, 2019, if you can start sooner part-time that would be great!
Job End Date: August 26th, 2019
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35-40hrs/week
Hourly Rate of Pay: $18.74 per hour
($17.19 per hour plus 9% for Vacation pay, Stat. Holiday pay, and student rate)

Application Deadline: **Sunday, February 17th at 11:59pm**

**We need three things to complete your application:**

1. Creative Cover Letter*
2. Resume
3. Your answers to this [questionnaire](#)

Please submit your resume and creative cover letter to:
Ilana Young
Director of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: deoc@ualberta.ca
Phone: 780-492-8986

*Creative cover letters can be anything that you think is a great way to showcase why you want this position and why you would be a great fit. We will accept videos, voice recordings, songs, crafts, 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 resource coordinator oversees the preparation for Workshops, In-School Clubs, Special Events and Camps in Edmonton and other communities. They are also responsible for managing and training instructors, senior instructors and junior instructors on packing materials and proper storage. They are responsible for packing lists, material procurement and ensuring that all materials are ordered and stored accordingly.
Job Duties

- Coordinate all supply packing for workshops and camps
- Coordinate instructors, senior instructors and junior instructors in preparing materials for workshop and camp projects, packing these materials into bins and creating supply lists for material purchasing
- Work closely with Camp and Workshops Coordinator, Team Leads and Senior Instructors to ensure preparation for DiscoverE programs is complete
- Manages spending with the Operations team for materials
- Create and provide training for instructors and junior instructors
- Keep facilities clean
- Follow safety and risk management procedures and ensure staff safety

Job Qualifications

- Highly organized
- Confident leading a group of instructors, senior instructors and junior instructors to complete a task
- Superior communications skills
- Creative and detail oriented
- Positive role model and mentor
- 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 eClass, Google Drive and other Google programs
- Enrolled fulltime in an undergraduate program for the current academic school year, preferably with some background in engineering, science, computer science, math or education
- Class 5 driver’s license (GDL removed, or able to be removed) is an asset
- Able to complete a Police Information Check (with vulnerable section)
- The ability to fluently speak French is an asset
- Previous experience with DiscoverE or a similar organization is an asset

Important Information for Applicants

- If successful, we require a Police Information 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