U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Special Events and Volunteer Team Lead

Term: Temporary Full-Time paid position
Job Start Date: April 29th, 2019, If you are able to 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: $21.08 per hour
($19.34 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.
We are seeking a dynamic, team-oriented, Special Events and Volunteer Team Lead who will work to help build and grow our Volunteer program that will support the Camps, Clubs & Special Events that are offered throughout the summer months and the school year. Our programs work with anywhere between 20-60 volunteers throughout the year. They are also responsible for creating long term plans for special events and developing content and long term options.

Job Duties
• Develop and implement a strategic plan for the recruitment of volunteers
• Create a volunteer registry and database
• Develop and implement a program to recognize volunteers
• Review and modify training documents for volunteers
• Work with other departments in The Faculty of Engineering for volunteer needs
• Work with the Camp & Workshop Coordinator and Special Events Coordinator to train and organize volunteers for our Camps, Clubs, Workshops and Special Events.
• Actively recruit in classrooms across campus
• Will also help with recruiting DiscoverE team members where needed
• Work with Special Event Coordinator to ensure all special event activities meet Alberta Education curriculum and outcome standards.
• Review and edit curriculum for special events created by other staff.
• Follow safety and risk management procedures and ensure every participant is safe and having fun.
• Work on creating standardized information for Special Events, this also includes creating and fostering partnerships across Campus and within Edmonton.
• Communicate with parents, youth, media, instructors, supervisors, teachers, and other stakeholders.
• Plan and communicate needs of the event with the community contact organizing the event.
• Document and use feedback from instructors, teachers, parents, and community stakeholders.

Job Qualifications

• Enrolled full time in an undergraduate program at the U of A for the current academic school year, preferably with some background in engineering, science, computer science, math, or education
• Superior communications skills including excellent public speaking skills
• Creative and detail oriented
• Convey excitement and enthusiasm about science, engineering, math, and technology
• 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) 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 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