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: May 4th, 2020
Job End Date: August 24th, 2020
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35-40hrs/week
Hourly Rate of Pay: $17.19 per hour (plus additional 9% or 10.5% depending on employee type)

Application Deadline: Monday, 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:

Sarah Toderian
Acting Outreach Coordinator of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: decd@ualberta.ca
Phone: 780-248-1859

*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 coordinators oversee 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 on packing materials and proper storage. They are responsible for packing lists, material
procurement, packing materials for shipping and ensuring that all materials are ordered and stored appropriately.

**Job Duties**

- Coordinate all supply packing for workshops, special events, in-school clubs and camps (up to 19 camps per week in July and August)
- Coordinate instructors in preparing materials for projects, packing these materials into bins and creating supply lists for material purchasing
- Work closely with management and Team Coordinators to ensure preparation for DiscoverE programs is complete
- Manages spending with the Operations team for materials
- Create and provide training for instructors
- Keep facilities clean
- Follow safety and risk management procedures and ensure staff safety

**Job Qualifications**

- Highly organized
- Confident leading a group of 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
- Knowledge of chemical storage and WHMIS is an asset (training will be provided)
- 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 licence (GDL removed or able to remove) and 19 years old or older 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**

- The resource coordinators are required to wear proper PPE at all times
- 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 Sarah Toderian at decd@ualberta.ca