**U of A Faculty of Engineering DiscoverE Engineering & Science Camps**

**Job Title: Senior Instructor – 4 Month Position**

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 and the Northwest Territories. The Senior Instructors prepare for and deliver workshops and special events in May and June, and run STEM day camps and special events in July and August. On trips, they correspond directly with communities and schools and keep the DiscoverE office and management up-to-date. They are also directly responsible for the positive experience of each child participant.
Job Duties

- Help train instructors during workshop training and camp training (including updating training materials)
- Mentor and coach instructors including providing constructive feedback
- Travel to large, small and/or remote communities throughout Alberta, Northern British Columbia, Southern Saskatchewan and the Northwest Territories (examples include Camrose, Lac La Biche, Aklavik and Estevan). Teams typically travel for a week at a time, and they usually leave on Sunday and come back on Saturday. Please note that some communities may not have reliable internet or cell reception.
- Lead the instructor team on out of Edmonton trips by communicating with hotels, schools and communities while travelling and by making decisions when necessary
- Communicate with office and management to keep updated of any problems or issues on trips
- Prepare materials for workshops, special events and camps; pack these materials into bins and create supply lists for material purchasing under the direction of the Resource Coordinators
- Teach scientific concepts and run hands-on projects with enthusiasm, professionalism and efficiency to classrooms all over Edmonton and area, British Columbia, Saskatchewan and the Northwest Territories with fellow instructors
- Classroom management (for class size up to 32 students)
- 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

- Available to travel outside of Edmonton a minimum of two weeks (Sunday to Saturday) from May 17, 2020, to June 13, 2020, and a minimum of four weeks (Sunday to Saturday) from July 5, 2020, to August 22, 2020. The weeks do not need to be consecutive.
- Strong leadership skills
- Effective at emergency management
- Able to work in and successfully manage high stress situations
- Confident leading a group in a classroom setting
- Adaptable to new situations
- Able to engage participants effectively
- Superior communications skills
- Creative and detail oriented
- Convey excitement and enthusiasm about science, engineering, math and technology
- 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 at the U of A for the current academic school year, preferably with some background in engineering, science, computer science, math or education
• Previous leadership experience is an asset
• Demonstrated skill in creating lesson plans is an asset
• Previous teaching experience is an asset
• Class 5 driver’s license (GDL removed or able to be removed) and 19 years or older is an asset
• Standard First Aid & CPR C training is required (current or completed by June 2020)
• Able to complete a Police Information Check (with vulnerable section)
• 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)
• If successful, we require an up-to-date Standard First Aid & CPR C training (valid until August 24, 2020)
• 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