Returning Junior Counselor Leadership Program
Application, Summer 2020

Science Venture will be offering virtual remote summer programming for the summer of 2020. Since our programming will be delivered online through the UVIC’s hosted Zoom there have been many changes. Each week of camp has a specific theme that has been developed for different age groups; Gr 1/2, Gr 3/4, Gr 5/6, and Gr 7-9. The roles and responsibilities of Junior Counsellors have changed from previous years and could include online delivery of STEM content, social media content creation and assisting with virtual camps. Due to some of these changes, we are only accepting applications for returning Junior Counselors. Thank you for your patience and understanding as we make the transition to online camps and delivery for the summer of 2020.

This form can be completed using Word. Submit a completed application form by sending your application by email to the address above. You will be contacted about whether or not you have been accepted into the 2020 Junior Counselor program by TBD, 2020. Volunteers must be entering Grade 10 or higher in the Fall of 2020 to qualify. Due to the volume of applications, we may not be able to accept all applicants. Early applications are encouraged! We will be accepting ongoing applications through June and July with a limited amount of positions to fill.

Successful applicants must commit to:
- ✓ A minimum of 1-week & 5 hours or
- ✓ 2-weeks & 20 hours (required to receive a letter of reference) in July/Aug and;
- ✓ A training session on either TBD, June or TBD, July.
- ✓ A training session that will be scheduled prior to your start date TBD

Science Venture Programming, Summer 2020:
Science Venture programming this summer has changed due to the shift to online delivery. Here is what you should know regarding summer programming:

- Camps are week-long but with short virtual sessions of approximately 0.5-1.5 hour length depending on the age group delivered throughout the day.
- Camps have specific weekly themes developed for each different age group (Fluid Mechanics, Digital Skills, etc.).
- Science Venture is attempting to have a larger social media presence in which programming, science activities, social media based “clubs” and cool science facts will be posted on its social media platforms.
SECTION 1: PERSONAL INFORMATION

Full Name: 
Birthday (mm/day/year): 
Gender: 
Address: 
City/Province: 
Postal Code: 

Phone #: 
Email: 
Do you check your email daily? YES ☐ NO ☐

How did you hear about our program? (check all that apply)

School ☐ Newspaper ☐ Brochure ☐ Friend ☐ Past Camper ☐ Other: ☐

SECTION 2: EDUCATION, INTERESTS, & VOLUNTEER EXPERIENCE

School you are attending:
Grade you are entering in Fall 2020 (write ‘graduating’ if applicable):
Have you previously volunteered at Science Venture? YES ☐ NO ☐

Please describe in point form any experience related to tech-based projects, experience teaching/assisting in the classroom setting or creating teachable content.

Please list any hobbies/activities in which you participate:
SECTION 3: COMMITMENT

Can you make a minimum 1-week & 5 hour/week commitment to camp during the hours of 9:00am-4:00pm, Monday to Friday?

Note: a 2-week commitment and 20 volunteer hours (total) is required to receive a reference letter from Science Venture.

Yes ☐ No ☐ I can commit to ______ weeks.

*Please indicate which weeks you are available, how many hours you can commit for that week, and whether the afternoon or morning works best for that week (Only fill out the column of the week(s) you are available):*

<table>
<thead>
<tr>
<th>Week 1 (Human Biology)</th>
<th>Week 2 (Digging up the Future)</th>
<th>Week 3 (Digital Skills)</th>
<th>Week 4 (Science Venture Investigation)</th>
<th>Week 5 (Fun with Fluids)</th>
<th>Week 6 (Space Venture)</th>
<th>Week 7 (Oceanography)</th>
<th>Week 8 (Music Makers)</th>
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<tr>
<td>July 6 - 10 □</td>
<td>July 13 - 17 □</td>
<td>July 20 - 24 □</td>
<td>July 27 - 31 □</td>
<td>August 4 - 7 □</td>
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SECTION 4: JC Roles/Tasks Available for Summer 2020

There will be two main roles for JC’s this summer, Online Delivery and Content Creation:

**Online Delivery:** Science Venture will be hosting virtual camps this summer using Zoom as the virtual platform. Each week will focus on a different camp that will have short sessions from 0.5-1.5 hour length for each age group. As a JC, you can assist with these sessions to ensure they run as smoothly as possible. Your role will include the following:
- Assist instructors with identifying who has a question that needs addressing
- Making note of warm fuzzies that occur throughout the session
- Monitor the chat
- Assist with icebreaker/games
- Help assist with any problems that may arise during the session

**Content Creation:** Junior counselors will have the opportunity to assist instructors with content creation for various social media platforms throughout the summer. Your role will include the following:
- Researching science facts
- Organizing and developing STEM content for various social media platforms
- Assisting instructors with content creation

SECTION 5: PREFERENCES

If you have a preference for the age group or type of volunteer work you wish to work with, check them below, Descriptions of each program can be found at [scienceventure.ca](http://scienceventure.ca).

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<tr>
<th>Preference</th>
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<tr>
<td>Online Delivery</td>
<td>Gr 1/2</td>
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<td>Content Creation</td>
<td>Gr 3/4</td>
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<td>Both</td>
<td>Gr 5/6</td>
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<td>Gr 7-9</td>
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SECTION 6: EMERGENCY CONTACT

Parent/Guardian Name:       Relationship:       Phone:


SECTION 7: PHOTO CONSENT (TO BE COMPLETED BY PARENT)

I authorize Science Venture run by the University of Victoria to video or photograph my child. I authorize my child to be live on the online platform during the delivery of summer programming. The University of Victoria may use and reuse and authorize Actua and other UVic funders to use and reuse all or parts of the video or photograph solely to promote their involvement with Science Venture. The University of Victoria shall own all right, title and interest in and to the video or photograph including the recordings, to be used and reused and disposed of without limitation in any media or form of distribution as the University of Victoria may solely determine.

The information in this application is correct and I am the legal parent or guardian of ___________________ (volunteer’s name). I hereby have read and agree to all terms and conditions on this application.

Parent Name Printed ___________________

Parent Signature ___________________          Date ____________
Junior Counsellor Contract 2020

We are pleased that you have decided to volunteer your time to the University of Victoria (UVic) and the Science Venture program. Please affirm your acceptance of the terms with your signature below. Also, please accept our thanks for your contribution to UVic.

As a Junior Counsellor, you are considered a Volunteer at the University of Victoria. This means that you perform all duties on a voluntary basis, of your own free will, and you will not receive payment for your work. You are not an employee of UVic and you are not entitled to a salary or any other entitlements associated with employment.

Science Venture and the University of Victoria will provide Junior Counselors with:

✓ A virtual introduction to UVic and Faculties of Science, Engineering and Education
✓ A high level of respect, as you are an integral part of a successful Science Venture program
✓ JC training session and manual
✓ Mentorship with experienced Science Venture instructors
✓ Positive opportunities to develop your leadership skills in an interactive STEM programing and offer on-going assessment of your leadership skills through a virtual platform
✓ Opportunity to provide feedback about your experience at Science Venture
✓ A reference letter at the end of the summer (minimum 20 volunteer hours) and credit towards your volunteer hours for school (portfolio requirements)
✓ Third party liability insurance to protect you from any claims filed against you related to volunteer duties completed in good faith.
✓ A written position description so that you can understand your role and the tasks you are authorized to perform as a volunteer
✓ A full induction, orientation and any training necessary for the volunteer role
✓ A safe and healthy environment in which to perform your role
✓ A supervisor, so that you have the opportunity to ask questions and get feedback

In return, Junior Counselors will:

✓ Take a leadership role in your application and hiring process; ensuring that YOU act as the primary contact with the office either by phone or email
✓ Report any conflicts that arise to the Camp Coordinator responsible for volunteers, who will handle disciplinary actions and facilitate a conflict resolution plan
✓ Provide a minimum one-week volunteering commitment (minimum of 5 hours per week)
✓ Be accountable to the Science Venture instructors, adhering to reasonable directions and instructions
✓ Treat all participants’ needs before their own in terms of involvement with camp projects and activities
✓ Support UVic’s aims and objectives
✓ Participate in all relevant induction and training programs, understanding and complying with the organization’s policies and procedures; including anti-discrimination, health and safety and confidentiality
✓ Notify your supervisor or another member of staff of any hazardous situations that pose a risk to you or others; and report any accidents or incidents relating to staff, volunteers or infrastructure and equipment
✓ Behave appropriately and courteously to both the staff and the public with whom you may interact in the course of your role
✓ Use any property or equipment provided to you in your role only for purpose of the volunteer role and return it to the UVic when you finish your volunteer role
✓ Let the Camp Coordinator responsible for volunteers know if you wish to change the nature of your contribution (e.g., hours, role)
✓ Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive
General Provisions:

✓ I understand that the Science Venture and/or the university shall have the right to release me as a volunteer without prior notice
✓ I understand that if my volunteer position involves work with vulnerable populations prior to starting I will consent to a Ministry of Justice Criminal Record Check as required under the Criminal Records Review Act
✓ I understand that as a university volunteer UVic does not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expense incurred by me. Further, I understand that I am neither covered by WorkSafeBC nor entitled to employee benefits as a result of my university volunteer affiliation

Our participants at Science Venture are our primary concern. No private/confidential information pertaining to any campers may be revealed to other persons or organizations, neither during nor after your volunteer appointment at Science Venture. Course materials, project write-ups, software applications, administrative templates or any other material pertaining to the Science Venture program, remain the property of the Science Venture program of University of Victoria.

In the event that the actions of a Junior Counselor jeopardize a participant’s enjoyment and the program, we reserve the right to ask the Junior Counselor to leave. However, it is our responsibility to help JCs become more effective leaders, so we will act according to the following steps:

1. Identify the problem and discuss. We will provide advice on how to improve.
2. If improvement is not apparent, we will reiterate how the leader needs to improve and inform them that they need to demonstrate this to remain a Junior Counselor at Science Venture.
3. Finally, if there is no improvement shown the Junior Counselor will be asked to leave the program.

I, _____________________ , have read and understood the terms and conditions as they pertain to a Junior Counselor within the 2020 Science Venture Program. I agree to abide by the policies, standards, and procedures of the University of Victoria and Science Venture and will act accordingly during my weeks of volunteering. I acknowledge that I am voluntarily donating my services to the University of Victoria. I understand and agree that I am a volunteer and am not an employee of the University of Victoria in respect of all volunteer assignments. I further understand and agree that I am not entitled to, and have no expectation of, any compensation, pay, fee, or benefits for my services. I acknowledge and agree that my volunteer services do not constitute a guarantee or promise of future employment, nor do that entitle me to greater consideration for any future employment of volunteer opportunities. I further acknowledge and agree that my volunteer service and any rights or privileges associated therewith may be terminated at any time by the University without cause or notice.

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UVic Volunteer Confidentiality Agreement

I, ______________________, acknowledge and understand that, during the course of my work as a UVic Volunteer, through Science Venture, I may acquire access or use of certain sensitive or confidential information (“Confidential Information”). I acknowledge and agree that any such confidential or proprietary information, including, but not limited to, medical or personal information, trade secrets, patents, confidential research and development data, or any other sensitive information, shall be kept confidential. In consideration for this volunteer opportunity, the receipt and sufficiency of which is hereby acknowledged, I further agree to the following:

I. The term Confidential Information includes information not generally known to third parties and which is proprietary to the University of Victoria (“UVic”) or its affiliates, including information about UVic’s various projects and departments. All information that becomes accessible or disclosed to me during the course of this volunteer appointment shall be deemed Confidential Information.

II. I understand that unauthorized disclosure or use, whether intentional or unintentional, of any Confidential Information would be detrimental to UVic. I acknowledge and agree:
   1. not to disclose to any third party the object and scope of any sensitive discussions that I may be privy to, except as required by law or as may be necessary to enforce the terms hereof;
   2. not to use any of the confidential information for any purpose other than for or in connection with the authorized purpose;
   3. to maintain all of the confidential information in confidence and not to disclose any portion of the confidential information to any person or entity not authorized hereunder without the prior written consent of UVic;
   4. that any dissemination of confidential information shall be only in connection with the authorized purpose, and shall be only to UVic employees, agents or affiliates who have a need to know such confidential information as it relates to the authorized purpose; and
   5. that upon termination of the volunteer relationship, all records, compositions, articles, documents and other items which contain, disclose and/or embody any Confidential Information shall be returned to UVic or destroyed by myself, and I will certify to UVic that I am in full compliance with these provisions.

III. The obligations pursuant to Section II above shall not apply to information which:
   1. is or becomes a part of the public domain through no act or omission of my own;
   2. can be shown to be already possessed by myself as of the date of disclosure;
   3. shall be made available to myself on a non-confidential basis by a third party having a right to do so;
   4. is disclosed by order of a court of competent jurisdiction; or
   5. UVic authorizes the release of such information in writing.

IV. The termination of the relationship between myself and UVic shall not relieve me of my obligations of confidentiality and non-disclosure herein or the obligation to return or destroy certain materials.

Declaration
I have carefully read the foregoing UVic Volunteer Confidentiality Form and declare I fully understand its contents and my obligations. If the Applicant is not of age of majority, I, as a parent or legal guardian of the Applicant have fully read the foregoing UVic Volunteer Confidentiality Form and fully understand my obligations assumed on behalf of the Applicant.

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