Position: STEM Engagement Coordinator  
Number of Positions Available: 2  
Job Location: University of Victoria, Victoria BC  
Term: Part time approx. 4 hrs/wk (flexible) throughout the school year @ $17/hr  
Full time Apr 26 to August 31, 2021 @ $2,600/month + 4% Vacation Pay  
Deadline: Thursday March 4th | 10:00 am (Interviews will take place the following week)  
Contact: David Jackson (svprograms@uvic.ca or 250-721-8158)

About this Opportunity

Are you passionate about working with youth? Are you curious and always wanting to learn more about STEM (Science, Technology, Engineering, and Math)? Do you enjoy problem solving difficult situations and finding creative solutions? Does working in a fast-paced team environment motivate you? The STEM Engagement Coordinator job may be the right fit for you!

UVic's Science Venture is a non-profit organization celebrating 30 years of experience providing hands-on, interactive experiences in STEM to BC youth aged 6 to 16 years. In 2019, Science Venture reached over 18,500 youth through in-school workshops, clubs, events, and summer camp. Science Venture is a leader in the development and delivery of customized programs for youth, especially those underrepresented or underserved in STEM.

Job Description

The two STEM Engagement Coordinators will work under the direction of the Manager of Programs to lead Science Venture workshops and camp operations, and ensure the successful development of a comprehensive program. In partnership, these two individuals will lead staff and volunteers to ensure program goals are met. They will assist in the training of instructors. They will be responsible for providing feedback in a timely manner to instructors regarding both in-person and online content creation. In addition, they will be responsible for reporting, staff evaluations and end of term wrap-up.

The STEM Engagement Coordinators will schedule, book, and assign in-school workshops. They will oversee curriculum development, camp logistics, staff relations, and volunteer coordination. Additionally, Coordinators are responsible for building relationships with parents to ensure all participants attending campers are supported and successful. They will lead Science Venture’s mentor program by building and creating new connections with mentors across Vancouver Island. This includes connecting, coordinating and scheduling mentors for summer camps (online and in-person). They will be actively involved in building upon Science Venture’s social media platforms to continue our connection with the community.

Workload is heavy and program delivery is time dependent and may require evening and weekend work.  
On-campus and remote work is expected.
Duties

- Report to the Manager of Programs and Director
- Lead staff and volunteers to ensure program goals are met.
- Assisting with the development of Science Venture Programming.
- Coordination and booking of in-school workshops
- Assist with the planning and delivery of training to Instructional staff.
- Provide feedback to Instructors regarding content creation and delivery.
- Reporting, staff evaluations and end of term wrap-up
- Maintaining Science Venture staff platforms and staff relations.
- Ensuring safe and inclusive space for youth attending virtual and in-person programs
- Maintenance of the virtual camp platform and Science Venture Website when required
- Build connections and create new connections with mentors across Vancouver Island
- Supervision of in-person programming.

Timeline

From March to April, the STEM Engagement Coordinators will assist with instructor hiring, workshop bookings, and preparing for staff training. May will involve the delivery of training to instructors, preparing them to be knowledgeable and confident in workshop delivery. While instructors deliver workshops, Coordinators prepare for camp-season including the recruitment of High School Volunteers, curriculum development, and planning training for camp. The end of June is spent training instructors on camp policies, and supporting them with camp curriculum development.

During July and August, the STEM Engagement Coordinators are responsible for staff/volunteer support, camper inclusion, parent relations, and weekly staff meetings. At the end of the camp season, you will be responsible for reporting, staff evaluations, and final camp wide clean-up.

These timelines are subject to change depending on recommendations by BCCDC and UVIC policies.

Qualifications

The STEM Engagement Coordinator should have extensive experience working with children and youth in educational and/or recreational settings, and have a strong ability to deal with behavior management challenges (classroom-related and other). These individuals should have outstanding leadership, organizational and communication skills (both written and verbal), as well as proven creativity when dealing with diverse situations.

Successful applicants will demonstrate the following:

- A demonstrated interest or background in science, technology, engineering and math (STEM) and youth education
- Experience working with youth in a camp or other informal educational setting
- Must be able to work without direct supervision and take initiative on particular projects
• Leadership and teamwork experience an asset
• A desire to work with all youth, particularly those underrepresented in the areas of science, engineering, and technology (this includes: girls and young women, Aboriginal youth, and low-income participants)

Assets:
• Experience working/volunteering with Science Venture or Actua member program
• A valid Class 5 driver’s license (Preferred)

Applicants must:
• Be willing to work both remotely and in-person on-campus.
• Be pursuing or recently completed a college/university degree (Science, Engineering, Education, or Computer Science preferred)
• Pass a Criminal Record Check with Vulnerable Sector screening by the first day of employment
• Have or be willing to obtain valid First Aid training with CPR C (before camp starts)
• Authorized to work in Canada

Application Procedure

1. Get to Know Science Venture
   Explore our website. Visit our Facebook and Twitter page. See if this job is for you!

2. Prepare Your Application
   Update your resume and complete the application form available on our website.

3. Submit
   All UVic Co-op students must upload application form and resume to the Learning In Motion website. All other applicants please email completed package to <svdirector@ engr.uvic.ca>.

Deadline
Thursday March 4, 2021 | 10:00 am
Only those shortlisted will be contacted by email to schedule an interview.