Position: Camper and Materials Coordinator  
Number of Positions Available: 1  
Job Location: University of Victoria, Victoria BC  
Term:  
Part-Time March - April (approx. 4hrs ~ 20 hrs/week @ $18/hr + 4% Vacation Pay)  
Full time April 26th to September 3rd, 2021 @ $2,730/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  

UVic Science Venture is a STEM (Science, Technology, Engineering and Math) outreach program that engages over 19,000 k-12 youth across Vancouver Island. Programs include camps, clubs, workshops, events and teacher training delivered by a team of 30+ undergraduate students. Supported through the Faculties of Engineering, Science, and Education, Science Venture is a leader in delivering innovative, relevant, and accessible STEM programs to BC youth.  

Under the direction of the Science Venture Director and working closely with the Manager of Programs, this position provides direct support to the Science Venture program and administrative team. The Camper and Materials Coordinator provides front line customer service to Science Venture customers and participants, supports program admin, and maintains financial activities and records. This position is a key part of the Science Venture team and is expected to provide excellent support to internal and external stakeholders, to demonstrate effective administrative skills and a willingness to help ensure Science Venture goals are reached or exceeded. Integrity and proactivity will be key as you will be required to drive with a UVIC logo, be accessing private information, receive and manage camp fees, and conduct yourself with a high level of professionalism while connecting with families.  

While the Camper and Materials Coordinator primary responsibilities will be supporting program registration, the role may be required to support other duties. Science Venture programs take place at UVic and in the community, and operate during the day, evenings and weekends. The Camper and Materials Coordinator will be expected to work business hours Monday to Friday with occasional evening or weekend work as required by the Director. The majority of programs take place in the spring and summer months.  

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

Program Registration: 50%
- Overseeing participant registration in camp and club programs
- Answering phone calls, emails, and in-person inquiries about program offerings, age requirements, and fees
- Ensuring participant information is collected and reviewed for accuracy
- Assisting parents/guardians of participants with online registration system (resetting accounts, updating account information, accessing invoices)
- Supporting the camp bursary program by ensuring all information about program dates, bursary amounts, etc. are communicated by phone and email to applicants
- Reviewing and printing sign-in/out sheets for programs, ensuring information is up to date, filing completed sheets following privacy procedures
- Ensuring privacy of participant and parent information is maintained according to University policies

Material Procurement – 25%
- Coordinating the purchasing of materials for programs and working within budget set by Director; may require in-store purchases and sourcing of unique items in a short period of time
- During summer months, weekly purchasing of camp supplies
- Maintaining inventory of items purchased
- Coordinating summer camp/staff/volunteer t-shirt orders and inventory

Financial – 15%
- Processing payments and refunds for programs (Camps, Clubs, and In-School Workshops), and ensuring customer receipts are accurate and timely
- Providing invoices to schools and community partners for program delivery, processing payments, and tracking outstanding payments
- Completing daily cash reports for cash, cheques, and/or online payments received

Program Support – 10%
- Providing general administrative support to camp operations
- Contacting guardians of program participants when absent or become ill during program
- Administering parent surveys and weekly emails to guardians of program participants
- Booking rooms through Central Bookings or Faculty/Departments for on-campus programs
- Assisting with staff training and appreciation event logistics (ordering food, setting up space, booking rooms)
- Overseeing lost and found
Qualifications

Skills:

- Ability to consistently deliver a high level of customer service and communicate professionally in challenging or stressful situations
- Strong interpersonal, verbal and written communication skills
- Awareness of and sensitivity to diverse cultures
- Ability to maintain confidentiality
- Strong organizational and time management skills with attention to detail
- An ability to work both independently and as part of a team
- Experience in maintaining the confidentiality of highly personal and sensitive information
- Flexible in adapting to changing work priorities and able to work in an environment with constant interruptions

Specialized Knowledge/Education:

- Strong working knowledge of Outlook, Excel and Word
- Knowledge of University of Victoria campus, policies, and procedures is an asset
- Knowledge of office administration best practices (financial administration/ bookkeeping, purchasing, related policies/procedures, etc)
- Knowledge of summer camp or youth programs

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, cover letter, and complete the application form available on our website.

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

Deadline
Monday March 8th, 2021 | 10:00 am
Only those shortlisted will be contacted by email to schedule an interview.