Position: Clubs & Camp Coordinator  
Number of Positions Available: 1  
Job Location: University of Victoria, Victoria BC  
Terms:  
Part-Time: (Variable: 4-25/hours week) January – April 2023, $18.50 - $20.50/hour (+4% Vacation pay)  
Full time: April 24th to September 1st, 2023, $2812/month (+4% Vacation Pay)  
Deadline: Thursday December 1st, 2022 at 10:00 am  
Contact: Krystyn Dubicki (svprograms@uvic.ca)  

About this Opportunity

Are you passionate about working with youth? Is experiential education and hands-on STEM (Science, Technology, Engineering, and Math) your jam? Do you enjoy creating inspiring spaces and nurturing inquiry in both youth and peers? Does working in a fast-paced team environment motivate you? The Clubs & Camps Coordinator job may be the right fit for you!

Science Venture is a non-profit UVic organization supported by the faculties of Engineering, Science and Education. We have 31 years of experience providing hands-on, interactive STEM experiences to BC youth (Grade K-12) and young adults. Last year, Science Venture passed our 250,000 youth reached milestone through in-school workshops, clubs, events, and summer camps. 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 Clubs & Camp Coordinator will work as a team and under the direction of the Manager of Programs and the Director to lead Science Venture’s curriculum development and ensure the successful development of a comprehensive program. In partnership with the Coordinating team, the Clubs & Camp Coordinator will lead staff and volunteers in co-creating dynamic learning experiences to ensure program goals are met. They will oversee the planning and implementation of staff training: teaching staff about pedagogy, lesson planning, classroom and behavior management, and more. They will guide curriculum development so that it aligns with BC science curriculum content for each grade. They will be responsible for providing feedback in a timely manner to instructors regarding both in-person and virtual content creation. In addition, they will be responsible for reporting, staff evaluations and end of term wrap-up.

During the Winter 2023 semester, the Clubs & Camp coordinator will be responsible for coordinating our after-school STEM clubs and preparations for the summer season. During the summer they will deliver staff training (20-25 staff) to become successful STEM educators, junior counsellor training (50-100 high school volunteers), and managing camp-parent relations. The successful candidate should be intimately familiar with UVic, have substantial previous experience working with youth and ideally previous experience in a leadership role.

Workload is heavy, program delivery is time dependent and will require evening and weekend work. This is a face-to-face position and limited work-from-home opportunities are available.
Duties

- Report to the Manager of Programs and Director.
- Lead staff and volunteers to ensure program goals are met.
- Oversee and guide all curriculum development.
- Align curriculum to meet the BC Learning Objectives / grade.
- Provide feedback to Instructors regarding content creation and delivery.
- Instructor Training - plan, develop, and train instructional staff in: pedagogy, classroom management, lesson planning, inquiry & experiential based education, and more.
- Coordinate with the office team to schedule Instructor Training workshops in: First Aid & Epi-Pen training, ICAT training and Lab Safety Procedures.
- Guiding staff, peers, and students work within the principles of EDI.
- Aid in club and camp operations – help with camper sign-in/out, answer parent questions, be knowledgeable about Science Venture policy and procedures.
- Coordinate training and schedules for our summer high-school volunteers.
- Maintaining Science Venture staff platforms and staff relations.
- Providing instructor mid-term and end-of-term feedback.

Timeline

Part-Time work: Clubs Coordinating and Summer Planning
During January – mid-April, the Clubs & Camp Coordinator will be the point-person for our on-campus after-school clubs. They will be responsible for training new hires with Clubs procedures and Science Venture policies. Additionally, from February to April, the Clubs & Camp Coordinator will assist with Summer Staff hiring and preparing for staff training in May.

Full Time Work: Staff Training, In-school Workshops, Summer Camps
Full time work begins the week before Summer Instructors begin. They will deliver training to instructors and prepare them to be knowledgeable and confident in workshop delivery. While instructors deliver in-school workshops, you will provide workshop support, prepare for camp season by preparing additional staff training resources and aiding in curriculum development. The end of June is spent training instructors on camp policies and supporting them with curriculum development. During July and August, the Camp Coordinators are responsible for camper and camp support, 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.

Qualifications

The Camp and Clubs Coordinator should have extensive experience working with children and youth in educational and/or recreational settings. They must have a strong ability to deal with behavior management (classroom-related and other). They 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 sound knowledge of the BC Curriculum, pedagogy, and inquiry-based learning
- Experience in classroom and behavior management
- Experience working with youth in a camp or other informal educational setting
- A demonstrated interest or background in science, technology, engineering and math (STEM)
- Must be able to work without direct supervision and take initiative on particular projects
- A desire to work with all youth, particularly those underrepresented in the areas of STEM (this includes girls and young women, Indigenous youth, and low-income participants)

Assets:

- Completed Bachelor’s Degree (ideally in Science, Engineering or Education)
- Leadership and teamwork experience
- Experience working/volunteering with Science Venture or Actua member program
- A valid Class 5 driver’s license
- Familiar with the UVic Campus, programs offered and resources available

Applicants must:

- Be willing to work primarily on-campus
- 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**
   Please email the completed package (cover letter, resume and application form) to [svprograms@uvic.ca](mailto:svprograms@uvic.ca) by the deadline. Late applicants will not be considered.

**Deadline**
Thursday December 1st, 2022 at 10:00 am
Only those shortlisted will be contacted by email to schedule an interview.