



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Employment Opportunity

Date: February 2017

Position Title: Community Camp Team Leader

Department: Engineering Student Outreach Office, Faculty of Applied Science and Engineering

Date of Employment: March 2017 through August 2017

Rate of Pay: \$19 per hour

Hours of Work/Week: March - April: Part-time (5-15 hours per week). May - August: Full time (less than 44 hours per week).

The Team Leader will play an important role for the Summer Programs of the Engineering Outreach Office, particularly need-based STEM outreach programs to elementary and secondary students, as well as supporting programs for parents and teachers.

The Engineering Outreach Office manages and administers the core outreach programs offered by the Faculty. It acts as the central unit for outreach activities promoting Science, Technology, Engineering and Math (STEM) education to a wide audience.

Duties and Responsibilities

The Community Camp Team Leader will help deliver, instruct, and coordinate the core programs of the Engineering Outreach office in engaging, inspiring, and accessible ways to pre-university children and youth. The Team Leader will help lead the development and delivery of our Community Camp program and Leadership Workshops, and may assist with the delivery of March Break, Jr. DEEP, Jr. DEEP Codemakers, Girls Jr. DEEP, and ENGage programs. The Team Leader will participate in the training, development, and delivery of in-school, on-campus and community workshops, and other special events geared towards pre-university students. This position will supervise camp activities at several sites in the GTA and may travel within Ontario for camp/workshops (TBD).

Reporting to the Outreach Programs Coordinator, the Team Leader assists in the leadership of the Community Camp instructional team. This position encourages the development of community among the instructional team, trains instructors to create safe, engaging curriculum, develops classroom leadership skills, and contributes to the overall implementation of our programs. It is the Team Leader's duty to promote teamwork, cooperation and cohesion amongst the team, and to address issues should they arise. Team Leaders are responsible for evaluating curriculum, workshops, and activities related to STEM education that have been developed by the Community Camp instructional team and may collaborate on Leadership Camp curriculum and workshops. Team Leaders are responsible for ensuring that safety standards are upheld during daily activities in all workshops and camp activities.

Specific duties include:

1. Assisting in the hiring of seasonal instructional team
2. Supporting, training and preparing instructional team for programs
3. Addressing parental needs and concerns when appropriate
4. Ensuring smooth program flow
5. Assisting/coordinating special events and programs as assigned



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FACULTY OF APPLIED SCIENCE & ENGINEERING

6. Assisting materials team and coordinator in the acquisition and distribution of materials
7. Ensuring cleanliness of classrooms/program areas/vans at the end of the day
8. Responding to student situations that may arise in accordance to camp procedures
9. Hiring and organizing volunteers involved in community programs
10. Ensuring a safe camp environment
11. Managing camper Drop-Off/Pick-Up
12. Assist with the development of the evaluative component of the program and registration details as required
13. Assist in the coordination of transportation and trip details
14. Assist in the development of site-specific training, supervision, equipment and safety
15. Engaging in digital or social media activities as needed
16. Communicating with site contacts and liaising with communities as required
17. Respond to student situations that may arise in accordance to camp procedures
18. Adhere to and maintain Ontario Camp Association standards

The Team Leader should anticipate some flexibility and variability in hours, working part-time hours to contribute to the planning and delivery of programs during the academic year (March-April) and full-time hours during the summer months (May-August).

Experience and Education:

- Applicants should be an undergraduate or recent graduate of the University of Toronto. Preference will be given to students in undergraduate engineering programs. Applications from students in the sciences, education and other related disciplines, are also encouraged to apply.
- Applicants must have experience working with children and youth, preferably in a camp environment; experience demonstrating professionalism, exercising sound judgment, working independently and using highly developed organizational skills.
- Applicants must have familiarity with the delivery of STEM content and an ability to understand and communicate a range of scientific concepts to diverse audiences.
- Able to work flexible hours, including some evenings and weekends, and be able to travel.
- Collaborative and teamwork skills; Strong oral and written communication skills; Familiarity with equity and social justice approaches to education; Familiarity with the Ontario Camp Association standards preferred.
- Team leaders are expected to be First Aid-CPR certified, WHMIS Safety Trained and/or willing to obtain such training prior to the start date of the position.
- A Police Clearance Letter will be required of all successful applicants.
- Ontario G or G2 Driver's License strongly preferred (Please note, should the incumbent be required to drive as part of the role, a driving abstract will be required, cost covered by ESOO).

The team leader will be required to participate in relevant, ongoing training.



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Applicants Submit:

1. Cover letter
2. Resume

Qualified applicants should submit their **cover letter and resume as a single attachment** to the attention of **Darlee Gerrard, Coordinator, Engineering Student Outreach Office** at apply@engineeringoutreach.ca

Applications must include the position you are applying for in the subject line.

Applications Due: March 1, 2017

Number of Positions: 1

For more information about the Engineering Student Outreach Office, visit www.outreach.engineering.utoronto.ca