



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

Summer Employment Opportunity

**Title:** Community Camp (Launch) Team Leader

**Date of Employment:** February through September 2019

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

**Rate of Pay:** \$19.30 per hour

**Hours/Week:** February-April: Part-time (5-10 hours per week), May-August: Full-time (36.25 to 40 hours per week).

**Number of Positions:** 2

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 program (Launch) includes off-campus, free/low cost camp and workshops for K-12 students, typically at a distance from the University of Toronto St. George campus. 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, primarily at the grade 3-6 level. 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, Launch, 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 promotion and hiring of seasonal instructional team
2. Supporting, training and preparing instructional team for programs
3. Addressing parental and program needs as appropriate



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**

4. Ensuring cleanliness of classrooms/program areas/vans at the end of the day
5. Responding to student situations that may arise in accordance to camp procedures
6. Hiring and organizing volunteers involved in community programs
7. Maintaining a safe camp environment
8. Managing camper Drop-Off/Pick-Up
9. Ensuring smooth program flow
10. Communicating with site contacts and liaising with communities as required
11. Assisting materials team and coordinator in the acquisition and distribution of materials
12. Assisting with the development of site-specific training, supervision, equipment and safety
13. Assisting with the coordination of transportation and trip details
14. Assisting with the development of the evaluative component of the program and registration details as required
15. Assisting/coordinating special events and programs as assigned
16. Engaging in digital or social media activities as needed in consultation with the Communications Specialist
17. Adhering to and upholding 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 (February-April) and full-time hours during the later Spring and Summer months (May-August).

**Experience and education:**

- Applicants should be undergraduate students, graduate students or recent graduates 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 Standard First Aid and CPR-C certified 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.
- A valid Ontario G Driver's License strongly preferred.

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

**Program information:**

Community camp programs and workshops may offer curriculum connected to the following themes, disciplines and activities.



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**

**Sample themes – leadership focus**

- Taking initiative and affecting change
- Preparing for the unexpected
- Teamwork and team building
- Being a positive role model
- Cultivating respect and empathy
- Active listening and attentiveness
- Accountability and responsibility
- Gratitude and acknowledging others

**Sample-themes – interdisciplinary focus**

- *Under the sea*
- *A night at the museum*
- *Space explorers*
- *Things that go boom*
- *Fun with flight*

**Sample list of STEM disciplines/fields**

Science (biology, chemistry, physics), Technology (savvy, ethics, impact, design, production), Engineering (chemical, electrical, mechanical, computer, aerospace, environmental, civil, industrial), Math (statistics, calculus, algebra/geometry, economics).

**Sample, previous activities**

- Launching a rocket
- Creating working musical instruments
- Constructing a prototype of a novel machine
- Making slime
- Conducting a waste audit

**Applicants submit:**

1. Cover-letter
2. Résumé/CV
3. A one-page description of course content

Please select a theme and discipline from those listed that you would be interested in leading or seeing at camp, and where you can demonstrate relevant foundational knowledge. In addition to submitting your résumé/CV and cover letter, please include a short (maximum one-page) description of how you imagine delivering this theme (activities, topics, demonstrations, etc.).

Please include all information you think would be necessary.

Qualified applicants should submit their application materials to the attention of Darlee Gerrard, Coordinator, Engineering Outreach Office at [apply@engineeringoutreach.ca](mailto:apply@engineeringoutreach.ca)

Please include the position you are applying for in the subject line.

Applications are due **Monday, March 4th, 2019 by 9:00 am.**

For more information about the Engineering Student Outreach Office, visit [www.outreach.engineering.utoronto.ca](http://www.outreach.engineering.utoronto.ca)