



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Employment Opportunity

Title: DEEP Leadership Camp Team Leader

Date of Employment: February through September 2019

Hiring Department: Engineering Outreach Office, Faculty of Applied Science & Engineering

Rate of Pay: \$22.30 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: 1

The Leadership Camp Team will live on-site at Leadership Camp mid-June to early August.

Position description:

The Engineering Outreach Office manages and administers the core outreach programs offered by the Faculty of Applied Science and Engineering at the University of Toronto. We act as the central unit for outreach activities promoting Science, Technology, Engineering and Math (STEM) education to a wide audience.

The Engineering Student Outreach Office (ESOO) is currently seeking a Team Leader who will lead the development and delivery of our outdoor DEEP Leadership Camp and associated team and program retreats at Gull Lake this summer. These programs aim to make a vital connection between STEM fields/disciplines and the natural environment. The Team Leader will work with a team of instructors to plan curriculum linking leadership, STEM, and outdoor education.

The DEEP Leadership program takes place at the Gull Lake civil engineering camp just outside of Minden Ontario during the month of July. The camp offers a focused approach to developing students as leaders through land-based programming. Participants enjoy swimming, canoeing, hiking and living in a community on the century-old campsite.

The Team Leader will plan and deliver an engaging camp program based on Ontario Camps Association and CAS standards; DEEP Leadership is an OCA accredited camp. The Team Leader is responsible for fostering a meaningful learning environment within these standards.

This position is eligible for recognition through the Co-Curriculum Record (CCR) for University of Toronto students.

Duties and responsibilities:

The DEEP Leadership Camp Team Leader is responsible for the implementation of engaging, diverse, and innovative curriculum related to STEM and leadership for the Engineering Outreach Office. This is a partially live-in position, where the Team Leader will live at camp for the duration of the summer program, during pre-camp training, and during retreats.

The Team Leader will lead a team of 5-10 program staff and will be the first point of contact for the program. They will act on behalf of the Associate Director and Outreach Coordinator in their absence.

As a member of the Senior Team, the Team Leader will support, and be supported by, the Program Coordinator, Instructors and Counselors, in addition to the Engineering Outreach Office. The Team Leader will assist in the development and delivery of community and camp leadership workshops throughout the spring and summer period and will work to cultivate a welcoming, memorable and personally relevant learning experience for all campers and staff.



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Specific duties include the following:

1. Maintain a safe program environment.
2. Hire, train and supervise leadership program staff.
3. Plan for, train and respond to situations that may arise in accordance to camp procedures.
4. Coordinate the camp schedule, announcements, and general operations.
5. Lead instructors in the development, planning and delivery of the Leadership Camp.
6. Lead camp curriculum review, safety assessments, and materials planning.
7. Lead the coordination of program transportation and trip details to/from camp.
8. Coordinate waterfront training, supervision, equipment and safety.
9. Coordinate food handling, services, training, purchasing, menus, equipment and safety.
10. Liaise with site staff on matters relating to the operation of camp.
11. Provide administrative support and documentation (tracking certifications, reports, attendance).
12. Assist with the development of the evaluative component of the program and registration details as required.
13. Communicate opportunities and recruit, train and supervise volunteers as needed.
14. Assist with special events and programs as required.
15. Work with the Communications Specialist regarding all program communications.

Education:

- Applicants should be undergraduate students, graduate students or recent graduates of the University of Toronto. Preference given to students with an engineering background. Applications from students in the sciences, education and other related disciplines are also encouraged.
- Applicants will be expected to be Standard First Aid and CPR-C certified or willing to obtain such training prior to the start date of the position.
- Food safety training and certification must be completed before the start of the first Spring program.

Experience:

- Minimum two (2) years experience working with children and youth, preferably ages 13-18
- Minimum two (2) years experience in a camp setting
- Demonstrated experience in teambuilding, program development, and handling crisis events and complex discipline cases in a living/learning community

Desired Skills:

- Valid Ontario G-class Driver's License
- Bronze Cross/NLS
- Waterfront experience, particularly with canoes and/or kayaks
- Excellent oral and written communication, interpersonal and organizational skills
- Proven leadership, supervisory, and problem-solving skills
- Aptitude for staff development and coaching
- Demonstrated conflict resolution skills
- Comfort working in an unpredictable environment, independently and as part of a team
- Assertiveness, tact, sensitivity, initiative, flexibility, and enthusiasm.
- Well-developed computer skills (Microsoft Office, Google Drive, etc.)
- A Police Clearance Letter will be required of all successful applicants.
- Successful applicants should be available for and prepared to attend team training. All members of the Engineering Outreach office team will be required to attend/lead operations training, and emergency procedures training.



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Program information:

DEEP Leadership Camp may offer curriculum connected to the following themes, disciplines and activities.

Sample themes

- 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 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 activities

- Lead a game of capture the flag
- Introduce local wildlife
- Facilitate in a nature hike
- Stargaze the Northern Hemisphere night sky
- Set up a roaring campfire

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.

Interested applicants should submit their application materials to the attention of Darlee Gerrard, Coordinator, Engineering Outreach Office at apply@engineeringoutreach.ca. Please include the position you are applying for in the subject line.

All applications will be reviewed; diverse and relevant skill sets are valued and considered.

Deadline for applications: Monday, March 4th, 2019, at 9:00am.

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

Please note: Successful applicants who accept their offer will be expected to participate in a meal program over the month of July. This is a taxable benefit and will be administered accordingly on your pay.