



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Title: Eng LIFE Team Leader

Date of Employment: May 2019 – Feb 2020

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

Rate of Pay: \$19 per hour

Hours/Week: May-August: Full-time; September – February: Variable to Part-time

Number of Positions: 1

Position Description:

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

Duties and responsibilities:

The University of Toronto Engineering Leadership to Inspire Further Education (U of T Engineering LIFE) program primarily consists of a 4-week curriculum in July, focusing on student empowerment through engineering concepts, leadership and university exposure.

The Eng LIFE Team Leader will help deliver, instruct, and coordinate a core program of the Engineering Outreach office in engaging, inspiring, and accessible ways to high-school students and

youth, primarily at the grade 11 level and enrolled within the U of T Engineering LIFE program. The Team Leader will help lead the development and delivery the Engineering LIFE curriculum and activities during the summer. During the school year (September – February), the Team Leader will be responsible for developing and guiding the implementation of programming to be primarily executed off-campus for previous students of the Engineering LIFE program and other students from affiliated schools or community programs.

Reporting to the Outreach Programs Coordinator and under the direction of the Student Inclusion and Transition Advisor and Assistant Director, Student Experience & Teaching Development, the Team Leader assists in the leadership of the Engineering LIFE coordinator team. This position encourages the development of community among the coordinator team, trains coordinators 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 co-ordinator team and may collaborate on curriculum and workshops. Team Leaders are responsible for ensuring that safety standards are upheld during daily activities in all program activities.



UNIVERSITY OF TORONTO

FACULTY OF APPLIED SCIENCE & ENGINEERING

Team Leaders will plan and deliver program elements based on [Ontario Camps Association](#) and [CAS](#) standards. Co-ordinators & Mentors are responsible for ensuring these program elements are well integrated into the Engineering LIFE curriculum which includes TDSB-facilitated teaching modules for participating students to attain a high-school credit.

Specific duties include:

1. Assisting in the promotion and hiring of Engineering LIFE mentoring/facilitating team
2. Program applicant review and selection
3. Supporting, training and preparing mentor team for programs
4. Addressing student, parental and program needs as appropriate
5. Ensuring cleanliness of classrooms/program areas/vans at the end of the day
6. Hiring and organizing volunteers involved in community programs
7. Maintaining a safe environment
8. Co-ordinating with TDSB teacher and Departmental contacts to ensure smooth integration of program elements into a cohesive curriculum
9. Confirming student attendance
10. Ensuring smooth program flow
11. Communicating with site contacts and liaising with communities as required
12. Assisting materials team and coordinator in the acquisition and distribution of materials
13. Assisting with the development of site-specific training, supervision, equipment and safety
14. Assisting with the coordination of transportation and trip details
15. Assisting with the development of the evaluative component of the program and registration details as required
16. Assisting/coordinating special events and programs as assigned
17. Engaging in digital or social media activities as needed in consultation with the Communications Specialist
18. Co-ordinating with school and community contacts for program implementation and creating defined touch points throughout the school year

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 science, technology, engineering, mathematics (STEM) content and an ability to understand and communicate a range of



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

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.

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 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



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

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 in the program, 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 cover letter, résumé/CV, and one-page description of program content, 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.

Applications Due: April 18, 2019 at 12:00pm