

Title: Blueprint Team Leader

Date of Employment: Jan 2020 –August 2020

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

Rate of Pay: \$19.30 per hour

Hours/Week: Feb -May: Part-Time; June-August: Full Time

Number of Positions: 1

The Team Leader will play an important role for the new Blueprint Summer Program of the Engineering Outreach Office, an academic enrichment outreach program for Black secondary students. The Engineering Outreach Office manages and administers the core outreach program 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.

Blueprint is a residential academic enrichment program that was designed for highly motivated black students in grades 10 and 11 (going into grade 10 and 11 September 2020) who are interested in careers in Science, Technology Engineering and Math with a strong interest in Engineering. The Blueprint 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. The Team Leader will help lead the development and delivery of the Blueprint curriculum and activities during the summer.

For more information about Blueprint can be found on <http://uoft.me/myblueprint>

Duties and responsibilities:

Reporting to the Outreach Program Coordinator the Team Leader assists in the leadership of the team. This position encourages the development of community among the coordinator team, trains instructors to create safe, engaging curriculum, develops classroom leadership skills, and contributes to the overall implementation of our program. 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.

Team Leaders will plan and deliver program elements based on Ontario Camps Association and CAS standards.

- Blueprint Team Leader will assist and support the development and delivery of the program
- Support Instructors and Counselors, in addition to supporting the Engineering Outreach Office.
- Assisting in the development of innovative curriculum related to STEM education for the Engineering Student Outreach Office.

- Work with the Outreach Coordinator to create weekly and monthly workplans to ensure all deliverables are met on time and in advance of deadlines.
- Work with the Materials Team and the Outreach Coordinator to ensure all purchasing and reporting priorities are completed on time and in advance of deadlines.
- Work collaboratively with Residence Life Team, Blueprint Team, Materials Team, and Admin Team with regards to the admissions process, summer business, operations, and logistics.

Specific duties include:

- a) Assisting with program promotion.
- b) Interviewing and hiring of Blueprint Course Instructors and Counselor team.
- c) Program applicant review and selection
- d) Recruiting guest speakers.
- e) Assisting with Instructor Training (tentatively April 13, 2020).
- f) Planning and delivering Counselor training.
- g) Liaising with Instructors for course requirements, materials and equipment.
- h) Consolidating materials requests from Instructors.
- i) Assisting with curriculum review, safety, materials and room bookings.
- j) Assisting with the coordination of transportation and trip details.
- k) Coordinating the Opening and Closing Ceremonies.
- l) Providing administrative support and documentation.
- m) Assist with/lead special events and program as assigned.
- n) Responding to student situations that may arise in accordance to camp procedures.
- o) Ensuring a safe program environment.
- p) Addressing student, parental and program needs as appropriate
- q) Confirming student attendance
- r) Ensuring smooth program flow
- s) Communicating with site contacts and liaising with communities as required
- t) Assisting with the coordination of transportation and trip details
- u) Assisting with the development of the evaluative component of the program and registration details as required.
- v) Assisting/coordinating special events and program as assigned
- w) Engaging in digital or social media activities as needed in consultation with the Communications Specialist
- x) Able to work flexible hours, including some evenings and weekends.

Experience and Education:

- Experience working in, teaching, and/or mentoring diverse groups; particularly with groups who primarily self-identify as Black/Afro-Caribbean/African in constituency.
- Ability to contribute to fostering diversity on campus, and within Outreach programming
- 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 scientific concepts to diverse audiences.

- Applicants should be undergraduate students, graduate students or recent graduates of the University of Toronto. *Preferred not Mandatory* Preference will be given to students in undergraduate or graduate engineering programs. Applications from students in the sciences, education and other related disciplines, are also encouraged to apply.
- 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.

Applicants submit:

1. Cover-letter
2. Résumé/CV

Qualified applicants should submit their cover letter and résumé/CV to the attention of Cassandra Abraham, Coordinator, Engineering Outreach Office at Cassandra.abraham@utoronto.ca

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

Applications Due: January 9th, 2020 at 12:00pm