



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

Summer Employment Opportunity

**Title:** Junior Programs Team Leader

**Date of Employment:** January 2020 – August 2020

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

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

**Hours of Work/Week:** Jan - April: Part-Time, May – August: Full time.

Team Leaders (3) will play an important role for the Summer Programs of the Engineering Outreach Office. 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:**

Junior Programs Team Leaders 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. Team Leaders will assist and support the development and delivery of additional programs, which include, but are not limited to Jr. DEEP, Girls Jr. DEEP, ENGage, Jr. DEEP Coding, and Makerspace initiatives. Team Leaders participate in the training, development, and delivery of in-school, on-campus and community workshops and other special events geared towards pre-university youth.

Reporting to the Outreach Programs Coordinator, Team Leaders assist in the leadership of the Junior Programs instructor team. Team Leaders focus on building community in the instructional team, training instructors on how to teach/develop curriculum as well as how to operate appropriately and effectively in the classroom. It is their duty to ensure that teamwork, cooperation and cohesion are present amongst the team, and to manage issues should they arise. Team Leaders are responsible for evaluating curriculum, workshops, and activities related to STEM education that have been developed by the junior programs instructional team. Team Leaders are also responsible for ensuring that safety standards are upheld during daily activities in junior program workshops and classrooms.

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 needs and concerns when appropriate
4. Ensuring smooth program flow
5. Assisting/coordinating special events and programs as assigned
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 managing volunteers involved in junior programs
10. Ensuring a safe program environment
11. Managing Drop Off/Pick-Up Procedures
12. Engaging digital or social media activities, including but not limited to, taking photos, posting videos, creating content for channels defined by the Communications Coordinator, such as Facebook, Instagram, and Twitter, etc.



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**Experience and Education:**

- Applicants must 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 and other related disciplines will be accepted.
- 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.
- All team leaders will be required to attend/lead operations training as well as curriculum, teaching, and learning training.
- Applicants must have experience working with children and youth.
- Ontario G or G2 Driver's License 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)

**Applicants Submit:**

1. Cover letter
2. Resume

Ensure all documents are submitted as: FIRSTLASTNAME\_Coverletter, and FIRSTLASTNAME\_Resume, respectively.

**Learn More:**

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

Qualified applicants should submit their cover letter with resume and activity to the attention of Justin Carter, Engineering Student Outreach Office. Please email submissions to: [justin.carter@ecf.utoronto.ca](mailto:justin.carter@ecf.utoronto.ca) (please include the position you are applying for in the subject line).

Applications are due no later than 9:00 A.M. on Friday, January 31<sup>st</sup>, 2020.

Number of Positions: 3

Compensation: \$19.30

Hours of Work/Week: Jan - April: Part-Time (25 hours maximum), May – August: Full-time.