



# UNIVERSITY OF TORONTO

## FACULTY OF APPLIED SCIENCE & ENGINEERING

### Summer Employment Opportunity

**Title:** Junior Programs Team Leader

**Date of Employment:** May 2022 – August 2022

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

**Rate of Pay:** \$21.80/hour

**Number of Positions:** 2

**Hours of Work/Week:** 30-44 hours a week, May-August

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 broad audience. The Junior Programs Team Leader will work to deliver, instruct, and coordinate the core junior programs of the Engineering Outreach Office in engaging, inspiring, and accessible ways to pre-university children and youth.

The Junior Programs Team Leader will support the development and delivery of the core junior programs set to occur in person this summer at the University of Toronto's St. George Campus and possibly at satellite locations throughout the GTA. The Team Leader will participate in the hiring training of post-secondary students as staff and work to the development and delivery of workshops geared towards pre-university youth

Reporting to the Outreach Programs Coordinator, the Team Leader will assist in the leadership of the Junior Programs Instructor team. The Team Leader will build community and train instructors to teach and develop curriculum and operate appropriately in classroom environments. They must ensure that teamwork, cooperation and cohesion are present and manage issues should they arise. The Team Leader is responsible for evaluating the curriculum, workshops, and activities related to STEM and coding education that the Junior Programs instructors have developed. The Team Leader is also responsible for ensuring that safety standards are upheld during daily activities in junior program workshops and classrooms.

This position will diligently create a safe and engaging STEM curriculum, train instructors to develop classroom leadership skills, and implement all core STEM programs. Team Leaders will plan and deliver program elements based on the Ontario Camps Association, the Ministry of Education's Ontario Curriculum, and CAS standards. Additionally, the Team Leader may be required to take on roles relating to ACTUA initiatives, CanCode programming, digital learning, and projects relating to the Dean's strategic fund.

### **Duties and Responsibilities**

- Managing and supporting a team of 30-35 instructors
- Maintaining a safe classroom environment
- Addressing student, parental, and program needs as appropriate
- Assisting with the development of online-based training, in-person training, curriculum review, safety, and materials requests
- Assessing and reviewing curriculum, activities, and workshops
- Managing and operating a smooth before-and-after-care service for in-person programming
- Assisting coordinators in the acquisition, distribution, and packing of materials
- Assisting with the development of the evaluation component of the program and registration details as assigned
- Creating, operating and managing virtual classrooms in Google Classroom, if applicable



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- Recruiting student groups, bodies, and guest speakers
- Communicating and liaising with communities and community leaders as required
- Engaging in digital or social media activities as directed
- Program applicant review and selection
- Responding to participant situations that may arise following program/site procedures
- Working with the administrative team to confirm student attendance
- Ensuring instructors are present and punctual, as well as smooth program flow
- Special projects, including operationalizing action plans for current and prospective Engineering Outreach Office programs and events

### **Experience and Education:**

Undergraduate or recent graduates of the University of Toronto preferred. Students of other institutions are encouraged to apply. Preference will be given to students in undergraduate engineering, science and education programs. If you have experience in coding and programming, please indicate this in your cover letter, along with what languages you are familiar with.

Applicants should demonstrate experience working with youth, especially within a camp setting or other youth learning and development programs. If you have experience working with a specific grade level or age group, please indicate this on your application. If you have a specialty in a particular area of science or engineering, please highlight this in your cover letter (for example, the ability to teach coding, knowing how to solder, experience in a wet lab, etc.).

- A Police Clearance Letter will be required of all successful applicants
- Successful applicants will be required to attend/lead operations training and curriculum, teaching, and learning training
- Applicants must have experience working with children and youth

### **Applicants Submit:**

1. Cover letter
2. Resume
3. Timetable (if applicable)

Please ensure that documents are submitted as:

FIRSTLASTNAME\_Coverletter  
FIRSTLASTNAME\_Resume  
FIRSTLASTNAME\_Timetable

Qualified applicants should submit their documents to the attention of Justin Carter, Outreach Programs Coordinator, Engineering Outreach Office. Submissions can be emailed to: [justin.carter@utoronto.ca](mailto:justin.carter@utoronto.ca)

### **Learn More:**

For more information, visit [www.outreach.engineering.utoronto.ca](http://www.outreach.engineering.utoronto.ca).