



Title: IDEA Team Leader

Dates of Employment: Beginning January 2023

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

Rate of Pay: \$27 per hour

Hours/Week: Primarily Part-time (5-10 hours per week); periods that may be Variable to Full-time (less than 40 hours per week; negotiable).

Number of Positions: 1-2

The *Engineering Outreach Office (EOO)*, created in Fall 2009, manages, and administers the core outreach programs offered by the Faculty. We act as the central unit for outreach activities promoting Science, Technology, Engineering and Math (STEM) education to a wide audience. We design and deliver programs centrally and coordinate the activities by other entities including student organizations, Faculty members, and departments. Most outreach activities supported by EOO are pre-university programming.

The Engineering Outreach Office at the University of Toronto is the Indigenous Design and Engineering Academy (IDEA) suite of programs as part of our K-12 opportunities. Our IDEA programs seek to highlight, develop, and provide opportunities for individuals from Indigenous communities, and to engage in making connections through learning on-the-land and exploring topics in science, technology, engineering, and mathematics (STEM), bridging traditions and cultural knowledge through experience.

The Team Leader role is a unique opportunity for an Indigenous person who has both interest and expertise in assisting with the creation, development, and delivery of novel programs for Indigenous youth. Together with the Outreach Coordinator and Assistant Coordinator, the successful candidate will work on a series of programs that may engage children, youth, adults, and educators through virtual and in-person venues. These may include workshops, camps, courses, and other supplemental formats.

At this time, most programs planned for 2022 and 2023 will be delivered in-person. However, this position will be expected to adapt quickly to situations as they emerge.

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

Duties and responsibilities

Reporting to the Outreach Coordinator, and working closely with the Assistant Coordinator, Engineering Outreach Office, the IDEA Team Leader will support the development and implementation of outreach programs to meet educational objectives outlined by the Engineering Outreach Office. This position will create and support the delivery of engaging content and will guide and support a team of Mentors/instructors, Community Liaisons, and Leaders-In-Training (LITs). The successful candidate will work to create curriculum for

programming, ensure that safety standards are upheld during online and any in-person activities, and plan and deliver program elements meaningfully connected to traditional Indigenous knowledge, STEM, and/or the Ontario Curriculum.

Together with the Coordinator and the Assistant Coordinator, The Team Leader will lead daily operations for all camp, workshop, and event programs, including day programs at the University of Toronto, workshops at sites located across the Province, and special events as they are developed. Working with the Coordinator and the Assistant Coordinator, the Team Leader will support team and program scheduling, activity planning, and facilitate in-program procedures and tasks.

Skills that the Team Leader should possess include experience working with children and youth; comfort working in an outdoor environment; highly developed professional and organizational skills; high degree initiative, judgment, and discretion; adaptability and able to shift priorities regularly; valid Ontario G-class Driver's Licence; Current NLS (Waterfront) and/or Bronze Cross and ORCKA certifications are desired but not required.

Specific duties may include:

Program planning and delivery

- Supporting content development process
- Maintaining a safe environment; promoting the well-being of participants in all activities
- Responding to participant, team, and program needs
- Supporting, conceptualizing, organizing, and executing program and event activities
- Supporting and implementing community engagement plans
- Engaging with guest speakers and knowledge keepers as needed
- Respectfully communicating and liaising with communities as needed
- Facilitating educational workshops and seminars
- Assisting with outreach to students
- Maintaining information on digital platforms
- Using tools required for virtual learning, including any audio-visual needs and the use of a learning management system (LMS)
- Ensuring that legislated health and safety standards are maintained at all times
- Adhering to and maintaining Ontario Camp Association standards

Team engagement

- Supporting the hiring/screening, training, and coaching of team members
- Maintaining active communication with colleagues and team members
- Scheduling, planning, and leading meetings with team members as needed
- Assisting with the development of training, curriculum review, safety, and materials requests as needed
- Assisting with the development and delivery of all site-specific training (waterfront, food), supervision, equipment and safety as needed
- Assisting with team-related administrative tasks, housekeeping, and special projects as needed

Administrative

- Assisting with the development of promotional and evaluation components of programs and registration details as assigned
- Supporting the review of program applicants and selection as required
- Assisting coordinators/asst. coordinator in the acquisition and distribution of materials
- Assisting with report writing and experience sharing in relevant learning communities
- Engaging in digital or social media activities as directed
- Assisting with general administrative tasks, housekeeping, and special projects as required

Qualifications

- Applicants should identify as Indigenous and/or have lived experience working within the Indigenous community.
- Applicants should demonstrate an interest or experience in Land-based learning and STEM.
- Applicants should have experience working with children and/or youth.
- Applicants should be an undergraduate or graduate student, or recent graduate of a post-secondary program. Preference may be given to those with an engineering background and/or who study at the University of Toronto. Applicants in other disciplines and studying at other institutions are also encouraged to apply.
- Applicants should present an interest/experience/training in relevant leadership topics.
- Successful applicants should be available for and prepared to attend team training.
- Successful applicants must present the following prior to the start date of the program: First Aid-CPR certification, WHMIS safety training, food-handling training and certification, a police clearance letter, and COVID-19 vaccination. Waterfront related, including lifesaving certification (Bronze Cross, NLS), or willingness to attain this training is a definite asset. Paid training/certification is available to interested, successful applicants.
- Applicants may present the following additional/desirable qualifications: An Ontario G-class driver's licence and clear abstract, current NLS (Waterfront), and/or ORCKA certifications.

Applicants should be able to work flexible hours, including some evenings and weekends.

Applicants should present:

- Strong interpersonal, collaborative, and teamwork skills
- Strong presentation skills; excellent written and verbal communication skills
- General event planning and organizational skills

- General research and analytical skills
- Respect for confidentiality, sensitivity, and relationship-building skills
- Effective problem-solving skills, creativity, and the ability to work independently
- Familiarity with equity and social justice approaches to education
- An understanding of workplace health and safety practices and understanding of an employee's responsibility under current legislation
- Comfort and familiarity utilizing various online applications and services is required (Quercus, Google Suite, Microsoft Office/365 applications, including Teams, etc.)
- Familiarity with the Ontario Camp Association standards is preferred

A Police Clearance Letter will be required of all successful applicants.

Applicants submit:

1. Cover-letter
2. Résumé

Qualified applicants should submit their cover letter and resumé, to the attention of Darlee Gerrard, Outreach Coordinator, Engineering Outreach Office at darlee.gerrard@utoronto.ca. Include the position you are applying for in the subject line.

Please note that only those selected for an interview will be contacted.

Applications Due: Dec 15, 2022 at 12:00PM EST. (tentative)