UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

<u>Student Employment Opportunity</u>

Title: CREATE Program Facilitator and Content Developer
Dates of Employment: March 2024 - August 2024
Department: Engineering Outreach Office, Faculty of Applied Science & Engineering
Rate of Pay: $20.00 per hour
Hours/Week: <5 hours per week (March-April); <40 hours per week (May-August): fully in-person
Number of Positions: 25

The Engineering Outreach Office is dedicated to contributing to the development and education of the participants in our pre-university programs. We strive to ensure that the Faculty of Applied Science & Engineering at the University of Toronto prepares both high school students, as well as undergraduate and graduate students, to be engaged global citizens who see the impact of their actions.

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

Duties and responsibilities:
The *CREATE: Global Engineering Challenge* is a new summer program for high school students from Toronto, Canada, and around the world. This program encourages students to use the engineering design cycle to explore creative and sustainable solutions to real world problems.

The *Program Facilitator and Content Developer* will build on existing activities and courses to prepare a detailed program outline, submit activities for safety approval, and materials lists for purchasing. The *Program Facilitator and Content Developer* will be expected to ensure that programs are delivered in an engaging and accessible way to students with an interest and aptitude in STEM. Emphasis is placed on showing students the relevance of the theoretical concepts being taught. The *Program Facilitator and Content Developer* may also be invited to instruct for a range of events and activities outside of July-August, including evenings, weekends, or Reading Week, as they are scheduled.

Specific duties may include:
- Maintaining a safe environment for students and staff by following all safety protocols.
- Preparing and delivering week-long programs for up to 20 high school students, submitting planning documents within stated deadlines, daily briefing and debriefing with Team Leaders
- Attending regular meetings with other Program Facilitator and Content Developer, Team Leaders, Assistant Coordinator and/or Coordinator in March and April (allowance made for final exams)
- Build or adapt existing program resources provide students with a comprehensive learning experience
- Responding to emergency situations that may arise in accordance with program/site procedures
- Assist with the development of the evaluative component of the program and registration details as required
- Provide administrative support and documentation as required
- Assist with special events and programs as required.

- Help facilitate all aspects of program logistics, such as but not limited to participant pick-up, drop-off, clean-up, and planning for the needs of group activities.

Experience and education:
Preference will be given to students in a U of T engineering program. 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/out-of-school 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.

Practical skills such as coding, electro/mechanical systems, biology dissections, etc. are an asset.

Able to work flexible hours, including some evenings and weekends with advanced notice.

Collaborative and teamwork skills; Strong oral and written communication skills; Familiarity with equity and social justice approaches to education.

Applicants will be expected to be certified in Standard First Aid and CPR-C, WHMIS Safety trained and/or willing to obtain such training prior the first day of in-person program. A Police Clearance Letter will be required of all successful applicants.

How to apply:
Qualified applicants should complete the application form, including their résumé, by **March 1, 2024 at 11:59 PM.** Link to application form: https://forms.office.com/r/SCGFD0p9SL

Questions or requests for accommodation may be sent to the attention of Claire Heymans, Outreach Coordinator, Engineering Outreach Office at deep@engineeringoutreach.ca. Please include the position you are applying for in the subject line.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.