

## Attachment A - Statement of Duties of Employment

### Team Leader, Ocean Science and Technology

#### Role:

Your role as a SuperNOVA Team Leader, Ocean Science and Technology will be to work on a small team to develop, manage, and execute SuperNOVA's Oceans curriculum and programs. You will be responsible for overseeing a small team of instructors for the creation and delivery of all Ocean Science and Technology content. From time to time you may be required to perform other tasks.

You will also act as an instructor during SuperNOVA's workshop (May/June) and camp (July/August) programs and deliver a series of youth science workshop science, technology, engineering, and math (STEM) themed workshop and camp programs on Dalhousie University campuses and in off-campus locations including urban, rural, and remote communities. You will work alongside one or more other SuperNOVA instructors and coordinators to deliver the activities and provide supervision and care to youth participants.

You will work under the supervision of the Director of SuperNOVA and will report directly to the Director on any employment matters.

#### Duties:

- Development of Oceans content.
  - Providing training to fellow instructors on Ocean curriculum and collecting feedback.
  - Assisting with the identification of potential researchers and industry members for mentoring activities.
  - Overseeing a small team of instructors during curriculum creation to ensure that curriculum is safe, accessible, and appropriate for the target grade ranges.
  - Working with team members to procure and manage Oceans curriculum materials and resources.
  - You will be responsible for creating and maintaining a list of materials for purchasing, as well as maintaining a budget of supplies.
- Ensuring the successful delivery Oceans content in workshops and camps.
  - Acting as a lead delivery person for the Oceans workshop, camp, and day camp modules.
  - Serving as a resource to fellow instructors delivering content.
  - Working with project partners to ensure program quality is high and expectations are met/exceeded.
  - Attending meetings to communicate progress on the Oceans content with project partners.
  - Providing feedback to Oceans department contacts on quality of programs and activities.
  - Assisting with collection of testimonials, photos, quotes, and other documentation for reporting.
- Act as a general program instructor.
  - Adherence to SuperNOVA's policies and procedures at all times.
  - Participating in SuperNOVA training during the course of your employment.
  - Learning and practicing the delivery of all SuperNOVA-delivered activities prior to delivery.
  - Advance preparation of materials prior to the start of the programs.
  - Delivering STEM workshops (May-June) and camps (July-August) in Halifax and communities throughout Atlantic Canada.
  - Providing supervision for program participants and acting as a positive role model.
  - Delivering presentations at community events and other STEM outreach opportunities.
  - Communicating with and supporting positive relationships with campers, parents, media, and other stakeholders.
  - Ensuring that program facilities are tidy, secure, and facility policies are being followed.
  - Creating hazard assessment documents for each activity developed to ensure that safety protocol is accessible at all times.
  - Reconcile expenses charged to SuperNOVA as per SuperNOVA procedure.
  - Aiding in maintaining a healthy relationship with Dalhousie, which includes ensuring that all instructors and participants are respectful of Dalhousie University staff, property and facilities.