

Attachment A - Statement of Duties of Employment

Team Leader, Outreach

Role:

Your role as a SuperNOVA Team Leader, Outreach will be to plan and manage the execution of SuperNOVA's community outreach activities for May-Aug and developing community partnerships with youth serving organizations. You will be overseeing workshops and afterschool clubs in May/June and overseeing partnership camp programs in July/August. You will be responsible for overseeing a small team of instructors for the creation and delivery of all Outreach camp content including general outreach, outreach in Aboriginal communities, as well as Shipbuilding outreach camps. In addition, you will be responsible for administrative and liaison duties with parents and community partners during camp and workshop programs and will work to ensure the successful delivery of the programs. 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:

- Building partnerships with schools and youth-serving community organizations.
 - Working with the Program Assistant to develop plans and targets for outreach programs and partnerships for May-Aug.
 - You will oversee a team of instructors for the creation of outreach curriculum, which includes contributing to, and overseeing the creation of SuperNOVA's shipbuilding programming.
 - Proactively contacting or responding to requests from schools and youth-serving organizations regarding establishing partnership workshop, club, or camp programs.
 - 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 outreach 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.
- 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.