

## Attachment A - Statement of Duties of Employment

### Instructor, Workshops and Camps

#### Role:

Your role as a SuperNOVA Workshop and Camp Instructor will be to deliver a series of science, technology, engineering, and math (STEM) themed workshop and camp programs to youth on Dalhousie University campuses and in off-campus locations including urban, rural, and remote communities. You may be required to travel for up to 1 week for camp delivery.

You will be responsible for developing, learning, and delivering STEM activities in classroom workshop and camp programs. You will work alongside one or more other SuperNOVA instructors and team leaders to deliver the activities and provide supervision and care to youth participants. From time to time you may be required to perform additional tasks

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.

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

#### Duties:

- You will help to develop curriculum for camps, as overseen by your Team Leaders, Program Assistant and the Director.
- Curriculum development will involve research, testing, and writing documentation related to curriculum.
- You will work as a part of a small team to create specific curriculum, and ensure that all documents are delivered in a timely manner to your Team Leader.

#### Act as a Program Instructor:

- Adherence to SuperNOVA's policies and procedures at all times.
- You may be required to teach camps outside of your field of study, and outside of your field of curriculum creation.
- Participating in SuperNOVA training during the course of your employment.
- Developing exciting and educational workshop and camp curriculum for youth in grades 1 - 12 related to Science, Technology, Engineering and Math (STEM).
- 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.