

## Attachment A - Statement of Duties of Employment

### Program Assistant

**Role:**

Your role as a SuperNOVA **Program Assistant** will be to support the Director in administrative duties, materials inventory, scheduling and organization of programming throughout the year. In addition, you will also be responsible for some staff supervision, as specified by the Director, administrative and liaison duties with parents and community partners, and delivery of camp, workshop and club programming.

You will work under the supervision of the Director of SuperNOVA. Under extenuating circumstances (i.e. absence of the Director) you may approach the Board of Advisors for guidance. Otherwise you will report directly to the Director on any employment matters.

### Duties (Spring & Summer)

- Administration
  - Aid the Director in organizing check-in and check-out of camps, and ensure all participants have the correct paperwork.
  - Aid the Director in collecting staff paperwork and keeping track of expenditure receipts for materials purchasing.
  - Perform minor budgetary tracking.
- Community Liaison
  - Organize outreach camps and workshops in partnership with other groups. The Director must be included in all communications.
  - Manage staff relationship with Actua - ensuring that activities are posted on the Actua Exchange.
- Staff Supervision
  - Oversee staff productivity during camp planning season - ensuring that staff remain accountable for their tasks in cooperation with the Director.
  - In the event that the Director is unavailable, for a short period of time, oversee all camp administration and consult with the Director or Board of Advisors prior to making any major decisions.
  - Ensure that work is delegated and completed in a timely manner.
  - Immediately report any Human Resources or staffing related issues to the Director.
  - Defer to the Director for all disciplinary action.
- Supervise Materials and Procurement
  - Work closely with SuperNOVA's Coordinator of Materials and Procurement to create a budget for materials.
  - Help create and cross-reference materials list with current inventory.
  - Source materials with help of Materials Coordinator.
- Adhere to SuperNOVA's policies and procedures at all times.
- Act as a Workshop and Camp Instructor (when need arises)
  - Learn and practice the delivery of all SuperNOVA activities
  - Advance preparation of materials prior to the start of the programs
  - Deliver STEM Workshops in Halifax and communities throughout Atlantic Canada.
  - Provide supervision for program participants and acting as a positive role model.
  - Deliver presentations at community events and other STEM outreach opportunities.
  - Ensure program facilities are tidy, secure, and facility policies are being followed.
- Organize and account for SuperNOVA's current materials
  - Work alongside the Director and the Coordinator of Materials and Procurement to establish a budget, and to maintain an inventory of materials.

### Duties (Fall & Winter)

- Fundraising
  - Assist in the development and writing of grant proposals
  - Identify possible corporate sponsorship
- Promotion and Social Media
  - Oversee the creation of all advertisements for SuperNOVA programs.
  - Ensure that SuperNOVA Twitter, Facebook and Instagram are current and up-to-date.
  - Regularly update the SuperNOVA website with new programs and procedures.

- Administration
  - Aid the director with end-of-year reporting, including Actua Interim and Final reports, as well as perform data collection for the SuperNOVA Annual Report.
  - Organize Director's schedule and maintain SuperNOVA calendar.
- Human Resources
  - Aid Director with hiring, including reviewing applications, scheduling interviews and interviewing of applicants.
- ITS for Girls Coordinator
  - Promote and foster interest in science, engineering and technology, to female youth. This will entail organizing, planning and running Mentor events, tours, hands-on demonstrations, activities and games for the monthly I.T.S for Girls! club (October – June). SuperNOVA's main objective is to show positive female role models in various fields of "the sciences". You can find more detailed objectives in the Duties and Responsibilities section below. Report to the Director on a regular basis.
  - Work alongside other SuperNOVA instructors and coordinators to deliver the ITS for Girls activities and provide supervision and care to youth participants. In addition, you will be responsible for administrative and liaison duties with parents and community partners during the program and will work to ensure the successful delivery of the program.
  - Execute and manage the ITS for Girls Program
    - Develop and plan meetings once a month, and approve them with the Director.
    - Book rooms, acquiring keys if necessary, and provide mentors and participants with directions to the meeting location
    - Maintain safety of participants by ensuring a 1:10 instructor:participant ratio and that first aid is available
  - Documentation
    - Keep regular records of attendance of both regular and drop in participants
    - Keep digital records through the portal and Google Drive of all curriculum and meeting outlines (topics covered, mentors present, etc)
    - Ensure that **high-quality** photos are taken and submitted immediately after each meeting.
    - To comply with the above, all photo consent forms must be signed and collected.
    - Complete a yearly report containing meeting details, locations, success stories, etc, as well as advice for future coordinators. This report must be submitted to the Director at the specified time-line.
  - Communications and Parents
    - Keep parents/participants informed by phone/email, minimum of one monthly newsletter
    - Promptly and appropriately reply to all Girls Club related inquiries.
    - Plan and deliver a parent/guardian information session at the beginning of the club, as well as a parent/guardian/participant meeting for both Jr/Sr groups during the year
  - Mentors
    - Liaise with Mentors to determine their needs for each meeting and to ensure they are fully prepared
    - Ensure that the Mentor has been given all of the pre-meeting materials, including media consent form, and that these materials are collected
    - Fill out the mentor event surveys for Actua for each mentor event
    - Keep an updated log of contact information for each mentor engaged.
- Workshop and Community Engagement Instructor
  - Schedule community workshops, including school, community and Girl Guides.
  - Deliver workshops on a variety of topics, including workshops on evenings and weekends.
  - Revise and replenish SuperNOVA Workshop bins
  - Keep an inventory of materials necessary for workshops, and replenish as necessary.
- Community STEPs Coordinator
  - Identify communities for STEPs programming
  - In consultation with the Director, develop a budget for travel and delivery of programming
  - Develop both workshops for delivery to youth in communities, as well as evening sessions for training community leaders to provide STEM programming.
  - Travel overnight or on weekends as required for delivery of programs.
  - Complete all project requirements, including final reports for the Director and NSERC Promoscience.