

Attachment A - Statement of Duties of Employment

Coordinator, Newfoundland and Labrador Outreach

Role:

Your role as a SuperNOVA Coordinator, Newfoundland and Labrador Outreach will be to plan and manage the execution of SuperNOVA's community outreach activities in Newfoundland and Labrador for May-August, 2017. You will be responsible for developing community partnerships with other youth serving organizations in order to carry out outreach camps. During May/June you will be responsible for planning and organizing all aspects of the Newfoundland and Labrador outreach program, as well as creating the curriculum for delivery in said program. In July/August you will be expected to be willing to travel by plane and car throughout Newfoundland and Labrador, for up to 8 weeks duration to deliver camps in remote and rural locations.

You will work alongside one or more other SuperNOVA instructors and coordinators to deliver the activities and provide supervision and care to youth participants. Furthermore, you will be responsible for helping the Director to select a Newfoundland and Labrador Outreach Instructor to accompany you for the duration of your outreach programs. You will be responsible for ensuring that this Instructor performs their duties to the best of their abilities.

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:

- Building partnerships with schools and youth-serving community organizations.
 - Working with the Director of SuperNOVA to develop plans and targets for outreach programs and partnerships for May-Aug.
 - Proactively contacting or responding to requests from schools and youth-serving organizations regarding establishing partnership workshop, club, or camp programs.
 - Establishing formal partnership terms and expectations of partner programs.
 - Developing and tracking individual budgets and project management plans for each partnership.
- Managing SuperNOVA's Newfoundland and Labrador Outreach Program under your purview.
 - Liaising with local schools and youth serving programs to schedule workshops, clubs and camp programs.
 - Organizing all logistics of delivery of outreach programs, including travel and lodgings, staff schedules.
 - Overseeing workshop finances, including budgeting, collection of fees, and monitoring expenses.
 - Assisting the Director to complete project reports and summaries for external stakeholders.
 - Documenting all communications and managing partnership-related files.
 - Working with the Director to evaluate and communicate the impact of the outreach programs by collecting stats, surveys, photos/video, quotes, and other testimonial
- Supervisory Role
 - You will be responsible for overseeing the productivity and well-being of the Newfoundland and Labrador Outreach Instructor to the best of your ability.
 - Ensure that work is delegated and completed in a timely manner.
 - Be prepared to make decisions related to programming and staff management in consultation with the Director.
 - Report any Human Resources or staffing related issues to the Director immediately.
 - Defer to the Director for all disciplinary action.
- Act as a 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.