

# Student Employment Opportunity

APPLICATION DEADLINE: 4:00PM, February 14, 2018



**Position:** Program Assistant

**Positions Available:** 1 (Pending Funding)

**Duration of Employment:** May – August 2018

**Location:** Fredericton, NB

**Salary/Wage:** \$500/week

Worlds UNBound is seeking enthusiastic university students to join our team for the 2018 Spring/Summer program. Your job will be to educate and inspire young minds, to share with them a positive outlook on the world of science & engineering, and to serve as a resource to other educators through hands-on delivery of workshops and summer day camp programs.

## About Worlds UNBound:

Worlds UNBound is a science, engineering and technology based workshop program and summer day camp for children from grade 1 to grade 12. Located on the University of New Brunswick Fredericton campus, it is run by and employs science, engineering and computer science students. The main goal of the program is to reach the hands, hearts and minds of New Brunswick's youth through hands on science, engineering and technology projects. Find more information about Worlds UNBound at: [www.worldsunbound.ca](http://www.worldsunbound.ca).

## Position Description:

The role of the Program Assistant will be to work with the Outreach Coordinator to oversee the delivery of science, engineering and technology outreach programs, including school workshops and summer day camps, to youth throughout New Brunswick from May through August 2018. The Program Assistant will work under the supervision of the Engineering Outreach Coordinator. While based out of Fredericton, instructors may deliver programming in multiple communities throughout the province during the contract period.

## Duties Include:

- Administrative Duties
  - Coordinating Worlds UNBound's Mentor program;
  - Coordinating the Junior Counsellor Program;
  - Assisting in organizing check-in and check-out of camps;
  - Assisting in minor budgetary tracking (keeping track of expenditures made and file appropriate paperwork in a timely manner);

- Assisting the Outreach Coordinator with scheduling the workshops;
- Communicating with parents through newsletters and daily notices;
- Prepare presentations for the end of the week parent sessions;
- Take high quality photos during the week;
- Assisting in completion of funding reports at the end of each week;
- Staff Supervision
  - Overseeing staff productivity during camp planning season – ensuring that staff remain accountable for their tasks in cooperation with the Outreach Coordinator;
  - Overseeing camp direction for short periods of time when the Outreach Coordinator is unavailable;
  - Assist in assuring that work is delegated and completed in a timely manner;
  - Report any Human Resources or staffing related issues to the Outreach Coordinator immediately;
  - Defer to the Outreach Coordinator for all disciplinary action.
- Acting as a Program Instructor (as needed)
  - Development and delivery of classroom workshop and summer day camp activities. This includes documentation and learning of key science and technology concepts for each camp activity;
  - Advance preparation of camp materials prior to the start of each workshop and camp program;
  - Aiding in the procurement of materials;
  - Enforce safety procedures and protocols;
  - Ensuring that program facilities are tidy, secure, and facility policies are being followed;
  - Providing supervision for program participants and acting as a positive role model.

### **Desired Qualifications:**

- Currently enrolled in a Science, Engineering, Computer Science, or Education degree at UNB;
- High level of scientific/technical literacy and/or science, engineering or technology background;
- Possess excellent communication and presentation skills;
- Ability to work without direct supervision and take initiative;
- Leadership and Teamwork skills;
- Demonstrated professionalism and ability to act as an excellent ambassador for Worlds UNBound and UNB;
- Previous work experience with children in a teaching/leadership capacity is an asset;
- Fluency in English and French (preferred); and

- Willing to travel within New Brunswick for weeklong periods.

## **Requirements:**

Successful applicants will be required to:

- Submit a current criminal background check;
- Attend First Aid training with CPR training;
- Attend a training/orientation sessions for Instructors held over several weekends in March/April 2018;
- Provide evidence of a valid Class 5 driver's license (preferred).

## **Applications:**

To apply for the Program Assistant position for 2018:

- Create and submit a short (approximately 2 minute) instructional video on how to fry an egg. Be as engaging and informative as possible, and incorporate your educational area of expertise;
- Complete the application (available at the Dean of Engineering's Office, Head Hall C-28 or download from [www.worldsunbound.ca](http://www.worldsunbound.ca));
- Send a link of your video and completed application form in an email to [katie.skead@unb.ca](mailto:katie.skead@unb.ca).
- We thank everyone for applying but only those selected for an interview will be contacted.

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