

Science Engagement Programs Volunteer Assistant

This is a contract position for occasional hours from May 1 to August 31, 2020

Description:

Science Engagement Programs offers innovative and engaging programs designed to inspire youth and discover exciting topics in science, technology, engineering, and mathematics (STEM). Out of the Faculty of Science at York University, our programs use a discovery and inquiry-based learning approach that is focused on 'learning by doing'. Our outreach model provides students with a chance to work in small groups on a variety of projects that will help foster problem solving, critical thinking, and an overall passion for STEM.

Our programs take place within the Faculty of Science at the Keele Campus of York University, within schools, community centres, and other education institutions. Within the university environment, this gives students the unique opportunity to learn and discover the world of science and engineering. In each of our programs, whether in day-long workshops or week-long camps, we enrich the learning experience with demonstrations from various student groups, faculty presentations, laboratory visits, and hands-on workshops.

Science Engagement Programs is seeking an enthusiastic Volunteer Assistant to support the Manager to recruit, interview, train and manage our volunteer Counsellors. The Volunteer Assistant will be responsible for maintaining accurate records on all volunteer staff, developing training materials, scheduling interviews and shifts, assisting with conducting evaluations, and supporting logistics and operations within Science Engagement Programs. The Volunteer Assistant will work closely with the Manager and Instructors to ensure a cohesive community within all Science Engagement Programs.

Responsibilities may also include assisting with registration, the set-up of programs, and post-program clean-up. Extended hours may also be required, as needed. Other tasks may be required as assigned by the Manager.

Location: York University Keele Campus

Experience and Education:

- Exceptional leadership, communication and organization skills
- Background in science, technology, engineering, and mathematics (STEM) an asset
- Demonstrated flexibility, maturity, initiative, and ability to multi-task
- Ability to work well independently and in group settings
- Highly creative and extremely organized
- Current Standard First Aid and CPR-C Certification will be required prior to commencement of employment
- Access to a vehicle and/or a valid Driver's G-License and a satisfactory Driver's Abstract will be assets

This position requires the candidate to produce a Vulnerable Sector Check satisfactory to the University prior to commencement of employment.

Applicants Submit:

For York University students, please complete the [York University Student Financial Profile](#).

1. Cover Letter, please include your student number
2. Resume

For all other applicants, submit:

1. Cover Letter
2. Resume

Applications will be accepted until the position is filled.

For more information and to submit an application, please visit our website: scix.science.yorku.ca. You can contact Science Engagement Programs at 416-736-2100 x 44552 or email explore@yorku.ca.