

GLOWS Student Club Leader Job Description



AT SELKIRK COLLEGE



Description of Organization

Selkirk College's Growing, Learning Opportunities With Science (GLOWS) is dedicated to promoting Science, Technology, Engineering and Math (STEM) to the children and youth of the West Kootenay/Boundary region in BC through fun, innovative and hands-on experiments and projects.

Affiliated with Selkirk's Community Education and Workplace Training, GLOWS strives to reach all children and youth, regardless of gender, ethnicity, culture or socio-economic status, with special outreach for those groups traditionally underrepresented in the sciences. GLOWS provides valuable work experience to its employees and enriches the college and community.

Description of Position

We wish to significantly grow our impact and reach in the region, offering a wide range of workshops, clubs and camps in addition to our ongoing special events and initiatives. In collaboration with the Program Coordinator, the GLOWS Student Club Leader will help us bring more STEM programming to the youth in West Kootenay/Boundary communities.

The position of GLOWS Student Club Leader is new as of this year. In the past the Program Coordinator took on all aspects of programming.

Job Summary

The GLOWS Student Club Leader is responsible for the success of the program. He/she performs a variety of tasks as listed below. There will be a steep learning curve for anyone entering the position. Support and mentoring are provided by the Program Coordinator.

Under the guidance of the Program Coordinator, the GLOWS Student Club Leader is responsible for:

1. Coordinating the planning and implementation of K-12 science club programming and workshops;
2. Maintaining the program website and social media, answering phone calls and emails;
3. Preparing advertising materials and other public relations tasks;
4. Designing, testing and preparing content and format of all science club programs, including community outreach, workshops and camps;
5. Coordinating the purchase of supplies and materials;
6. Overseeing the maintenance of a clean and organized working environment;
7. Seeking new opportunities for the program;
8. Performing workshops, leading clubs, and travelling during satellite clubs as required;
9. Booking classrooms and maintaining a good rapport with Selkirk College and community partners;
10. Communicating with the GLOWS team, the College, teachers, students, parents, program sponsors, instructors, other science camp programs, and other science outreach programs;



11. Compiling and submitting all reports as required to Program Coordinator, funders, Selkirk College, and sponsors
12. Maintaining the integrity of GLOWS branding;
13. Any other duties required to ensure the continuing success of the program.

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GLOWS Student Club Leader may be asked to travel throughout the Kootenay Region to deliver workshops and camps. Travel and lodging costs will be covered while travelling.

The role of a GLOWS Student Club Leader is a highly rewarding experience, with a great deal of responsibility. Being a GLOWS Student Club Leader is time-consuming, and can be stressful at times. It is a large commitment, but it is worth the investment.

Organizational Status

The GLOWS Student Club Leader will report to the Program Coordinator, as well as the CEWT Program Manager and the GLOWS Advisory Committee. That being said, the GLOWS Student Club Leader receives no direct day-to-day supervision and must be able to work independently.

Requirements

1. Must be a postsecondary student interested in designing creative science and engineering based projects, passion for promoting and teaching science and engineering to children;
2. Strong communication skills including fluency in English;
3. Excellent teamwork skills;
4. Ability to handle responsibility and work under pressure;
5. Strong computer skills, including ability to quickly learn how to use new software;
6. Strong organizational skills, especially in scheduling, time-management, record-keeping, and logistics;
7. Self-motivated work attitude, ability to consistently meet deadlines;
8. Must have a valid driver's license and reliable transportation;
9. Willing to obtain a Criminal Record Check and fulfill other training requirements, including but not limited to First Aid.

Other Assets

1. Work/volunteer experience with GLOWS or other another similar program;
2. Experience working with youth in a summer camp or other setting;
3. Experience with fundraising through corporate sponsorship;
4. Webpage, graphics, and publishing design experience;
5. First-aid or related safety experience;
6. Knowledge of other languages.



Term of Appointment

Part-time from December 5, 2016 to April 28, 2017. Part time hours (approximately 12 hours per week) will vary according to location of instruction but are expected to take place mainly Monday to Friday between 11 am to 7 pm. There will also be training and events on some evenings or weekends, but adequate advance notice will be given for such dates.

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Possibility of full-time work from May 2017 to August 2017 (average 35 hours/week).

Remuneration

\$14.50 per hour x 12 hours/week x 16 weeks for a total of \$3,480. This will be paid out according to the calendar set by Selkirk payroll. Possible May to August work would be compensated at \$14.50/hour.