

JOB OPPORTUNITY

INTERNAL/EXTERNAL POSTING (Full-Time Contract – 32-40 hour/week)

Position: Super Science Club (SSC) Program Coordinator
Reports to: SSC Program Specialist & Director, Community Outreach

Posted: July 3, 2018

Science World is a BC-based charitable organization that engages the people of British Columbia in STEM literacy. Through science and nature, we ignite wonder and empower dreams.

Position Description:

The Super Science Club (SSC) is an award winning, innovative and exciting community outreach program. As a free, after school club at underserved elementary schools in Vancouver, the program provides stimulating and interactive activities to help inspire at-risk children to have fun with science and develop critical thinking skills that lead to lifelong learning. The Program Coordinator works closely with the SSC Program Specialist to plan and implement hands on activities for students in grades 1-7, and supports supervision of staff from training to program delivery and evaluation.

The Program Coordinator will lead aspects of program preparation which can include: resource testing and modification, content training, staff scheduling, and supplies management. The Program Coordinator will also assist with program delivery logistics throughout the two SSC terms, which can include communicating with schools, tracking student enrollment data, coordinating field trips, and planning family science night events.

This is a leadership role which will support the SSC Program Specialist and the SSC Facilitators. This position will mostly fall within regular office hours Monday to Friday, with occasional evening or weekend events as needed throughout the year. Approximately 32-40 hours per week, with required hours Monday to Thursday 12:30 – 5:30pm during program delivery terms (Sept-Dec and Jan-April). Responsibilities during school holidays or closures will involve program development and evaluation, opportunities for expansion and scaling, and collaborating with other departments to help meet shared goals and support Science World initiatives.

Key Responsibilities:

- Collaborate to develop and implement activities for grade 1 – 7 students, reviewing and updating curriculum as necessary
- Ensure students receive a fun, awesome, wow, memorable, hands-on science experience
- Lead the team in daily start-up/debrief meetings and organize staff schedule, attendance, and feedback
- Maintaining communication with school liaisons – You are the Face of Science World in the community!
- Support staff with general classroom management, striving to grow in cultural competency around the needs of students served by SSC
- Purchase and prepare curriculum supplies, organize materials for program delivery, restock supplies as needed
- Report to the SSC Program Specialist on a regular basis on the status of the program including any changes and/or challenges
- Take initiative to contribute collaboratively to the constant improvement of this important program
- Other duties as required

Qualifications:

- Must be an engaged, responsive and respectful team player capable of working in a dynamic team environment
- Must be organized, self-motivated, flexible, and responsible
- Experience working with children in an informal education setting
- Proficiency with basic classroom management techniques

JOB OPPORTUNITY

- Background in science, interpretation, education or customer service preferred
- Must possess a keen interest in science and hands-on education
- Experience working with the public; excellent customer service and interpersonal skills
- Proven ability to speak and perform before audiences of varying size and composition
- Previous Super Science Club (or similar program) delivery experience preferred but not required
- Proficiency with Microsoft Office (Outlook, Word, Excel)
- Preference given to applicants who possess a valid Class 5 BC driver's license with a clean driving record. Job duties may include driving a minivan throughout Vancouver/Fraser Valley with coworkers and program supplies. Successful candidates will be asked to provide a current driver's abstract for examination and approval
- Must be physically able to safely lift at least 12 kg
- Must hold a first aid certificate (or be willing to obtain one) with CPR-C and AED training

- All offers are subject to satisfactory completion of reference and Criminal Record Checks, including a Vulnerable Sector Search -

Please apply by **Tuesday, July 17, 2018** via this [link](#)

* We would like to thank all candidates. However, only those selected for an interview will be contacted. *