



## **Shad2021 Online - Facilitator**

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Must be available for training throughout June 28 2021 to July 30, 2021

Program runs Monday, July 5 to Friday, July 30, 2021

### **What is SHAD Canada?**

Shad Canada is a registered charity that empowers exceptional high school students – at a pivotal point in their education – to recognize their own capabilities and envision their extraordinary potential as tomorrow’s leaders and change makers. This year, Shad Canada will provide the opportunity for students from across Canada to attend a month-long virtual summer program at one of 16 Canadian host universities, focused on STEAM (science, technology, engineering, arts & math). The participants are secondary school students (grades 10 and 11) who are exceptionally well rounded in the areas of academic performance, creativity, community contributions and leadership.

Our virtual program requires dedicated and responsible Facilitators who can help bring program activities to life and ensure the safety, well-being and engagement of Shad participants.

### **About the role:**

As a Facilitator, you’ll be responsible for the education, mentorship, and safety of Shad participants in a virtual program, leveraging online technology. It is a multi-faceted role with a focus on facilitating a safe, inclusive and engaged community. You’ll create, lead and deliver academic virtual workshops that draw from your own interests and experiences, guide discussions, and support program operations and logistics.

The Facilitator is accountable to the Program Director (PD) and plays a coach, mentor, advisory role for students during the online program.

### **Responsibilities include:**

- Be fully present in program activities which may include lectures, workshops, project meetings and social activities.
- Play an advisory and mentor role for Shad project groups.

- Monitor and support engagement, interaction, performance behaviour of Shad participants, reporting and consulting with Program Director(s) regarding any concerns.
- Prepare two hands-on workshops, on a topic of your interest, prior to campus team training for delivery during the program.
- Act in accordance with Shad's risk management policies and frameworks, to ensure the safety and well-being of program participants.
- Attend/complete campus specific training to be held virtually ahead of the program (June 28 to July 1, 2021).
- Post-program, submit a feedback report.

### July Commitment

- Monday – Friday 11:00 – 17:00 ET synchronous sessions with Shads
  - Daily sessions may include:
    - Campus wide sessions (faculty lectures, virtual field trips, community building, recreation)
    - Design and House group sessions
- Program preparation and administration
  - Activities may include:
    - Program team meetings (Monday – Friday 9:30 – 10:30 ET)
    - Synchronous session planning
    - Reviewing pre-recorded content
    - Resource management

### You'll succeed in this role if you have:

**An assertive, confident and friendly communication style** – you'll work closely with Shad participants and Team Members from across the country with differing communication styles. You will be guiding participants through program activities, mediating conflicts, facilitating discussions, providing directions and instructions and be one of the first Team Members they turn to when they have an issue. You are approachable, a clear communicator and able to excite and engage Shad participants into the program.

**A mindset for safety, inclusion and community** – the well-being of Shad participants and Team Members is always our topmost priority during the program. You take initiative to ensure community building and risk-management frameworks are being implemented and have a keen eye for monitoring the emotional well-being of participants and the Shad community as a whole.

and you have:

- Experience working with and being responsible for youth in a variety of roles.
- Experience working, leading or teaching in an online environment.
- Experience working on collaboration or learning platforms (i.e. Microsoft Teams, Zoom, cuLearn, Learning Management Systems, etc.)
- Understanding of risk issues that can arise in an online environment.
- Diverse and well-rounded experiences and interests that features community service, volunteer work and extracurricular activities.
- Experience in collaborative team environments.
- Strong sense of responsibility, maturity and ability to exercise good judgment.
- Familiarity with the programs and facilities of Carleton University.

Please note:

Successful candidates will be required to have a Police Vulnerable Sector Check completed prior to starting Team Member Training

### How do I apply?

In order to apply to be a Facilitator with Shad Carleton, please email your Cover letter (1-page) and resume (2-page) to [Amanda.goth@carleton.ca](mailto:Amanda.goth@carleton.ca). Please include a list of three professionals who we can contact to learn more about your work habits and capabilities in your resume. It is best to use people who have seen you in a professional environment (i.e. work or school) similar to the Shad environment.

These two files should be in PDF format, where each file includes your first & last name (e.g. Jane Smith Resume). In your cover letter, please discuss why you would like to be a team member at Shad Carleton relevant work experience, and how these experiences have prepared you to be a Facilitator.

Facilitator applicants are encouraged to refer to <https://carleton.ca/shad> or <http://www.shad.ca> for more information about the program.

If you have any questions or would like additional information please contact Amanda Goth, Program Director at [shad@carleton.ca](mailto:shad@carleton.ca) before **February 28<sup>th</sup>, 2021**.