**Job Description**

**Job Title:** High School Instructor  
**Work Term:** July – August (full time, Monday-Friday)  
**Program:** Virtual Ventures Engineering and Technology Summer Camps  
**Location:** Carleton University

**Hiring**  
The first step of our hiring process is to complete the application form. This form includes Virtual Ventures Job application, an original lesson plan developed by you as well as your resume and cover letter. Based on the strengths of the application the hiring committee invites select candidates to interviews. Due to the high volume of applications we receive we will only contact applicants who are invited for interviews to let them know of our final hiring decision.

**Important Dates for Hiring 2019**  
Friday, May 10 – Application deadline at 4:00pm.  
May 15-24 – HI Interviews  
May 31 – Interviewed applicants will be advised of final hiring decisions.

**Information on Team:**  
A high school instructor will work with university and high school student instructors, directors and volunteers to present engineering and technology curriculum to children between the ages of 6 and 14.

**Key Duties:**  
- To be responsible for groups of 8-12 campers  
- To develop strong engineering and technology curriculum and present enjoyable and engaging lessons to campers  
- To have lesson plans completed prior to the start of camp  
- To attend and be prepared for each day of camp.  
- To commit to and complete tasks during work hours, and to volunteer some time outside of camp hours, if necessary.  
- To listen and participate in discussions with campers, other staff members, and directors.  
- To take initiative and be constantly improving programming for Virtual Ventures.  
- Report to Director and other staff.

**Qualifications:**  
- 16 years of age or older  
- Volunteer experience with Virtual Ventures for a minimum of 4 weeks in the summers of 2017 or 2018 (or equivalent experience considered)  
- Interest and prior experience/exposure to science and technology.  
- Computer literacy required (basic programming an asset)  
- Required to undergo a Police Record Check before the start of the position.
To Apply:

Complete the online application form which includes:

- Applicant profile.
- A resume and cover letter.
- References.
- A developed lesson plan for a Grade 5 camper