Virtual Ventures hires university students each summer to instruct our day camps. We are looking for individuals who are innovative, enjoy engineering, technology and working with children in junior kindergarten to grade 12. Instructors must develop and teach camp curriculum, deliver school workshops, be a team player and be able to work independently.

**2019 Instructor Hiring**

The first step of our hiring process is to submit your resume and cover letter with the [supplementary application form](#). Based on the strengths of the application, the hiring committee invites select candidates to our Evaluation Day (E-Day). E-Day is similar to a group interview. Dress for this is casual and we ask that you “be yourself”. After E-Day, the best applicants will be invited in for an individual Interview with a panel.

Due to the high volume of applications we receive, we will only contact applicants who are invited to E-Day to let them know of our final hiring decision. You may be contacted by phone or email.

**Important Dates for Hiring in 2019:**
- Saturday, January 26, 2019: Application packages due by 11:45PM
- Saturday, February 9, 2019: Evaluation Day (E-Day) - A mandatory part of the hiring process and will take place in the evening
- February 11-March 28: Interviews
- Friday, March 29, 2019: All applicants informed of final hiring decisions

**Job Description**

**Job Title:** Summer Camp Instructor  
**Work Term:** May – August (full time, Monday-Friday)  
**Program:** Virtual Ventures Engineering and Technology Summer Camps  
**Location:** Carleton University  
**Salary:** $9,600

**Information on Team:**  
You will work with other university students as well as high school students and volunteers in teams and individually to present engineering and technology curriculum for children in junior kindergarten to grade 12.

**Key Duties:**
- To research and develop highly engaging and innovative engineering & technology curriculum that aligns with camp goals and to present it in enjoyable ways to campers  
- To provide workshops in classrooms during the months of May and June that complements the Ontario school curriculum  
- To develop all camp curriculum and have lesson plans completed prior to the start of camp  
- To take initiative and be constantly improving programming for Virtual Ventures  
- To be responsible for groups of 10-20 campers (depending on age). Campers are in kindergarten – grade 12  
- 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 conduct your duties in a respectful and courteous manner to fellow instructors, campers, parents and all other stakeholders
• To keep accurate documentation and submit a final report at the end of the summer

Qualifications:
• Carleton University student enrolled in engineering, computer science and/or technology related programs
• Demonstrated interest in and prior experience/exposure to engineering and technology (science fairs, projects, clubs, etc)
• Some experience working with children (Previous camp or classroom experience is an asset though not required)
• Creative, engaging and fun personality
• Computer literacy required (basic programming an asset)
• Strong leadership skills
• Prior experience in a mentoring/coaching role an asset
• Excellent communication and teamwork skills
• Required to undergo a Police Record Check before the start of the position

Please note:
An instructor position at Virtual Ventures will be full time from May to August. A work term at Virtual Ventures will have three main components:

Training (first two weeks of May and last week of June)
All instructors will receive thorough training in areas such as first aid, training for medical or behavior conditions, equity, classroom management, etc.

Curriculum Development and Outreach (6 weeks in May and June)
Instructors will develop curriculum to be used during the summer and visit local schools to deliver hands-on workshops. Instructors also participate in promotional events and conferences.

Summer Camp (July and August)
Instructors will teach the curriculum developed in May and June to campers each week.

To Apply:
Complete the application form found on our website and submit with your resume and cover letter.