Job Description
Job Title: Outreach Instructor
Work Term: September – December or September-April (10-35 hours/week)
Program: Virtual Ventures Engineering and Technology Summer Camps
Location: Carleton University

Information on Team:
You will work with other university students in teams and individually to present engineering and technology curriculum for children between the ages of 6 and 16.

Key Duties:
- To research and develop highly engaging and innovative engineering & technology curriculum that aligns with program goals, Ontario school curriculum and to present it in enjoyable ways to youth
- To provide workshops in school classrooms, on campus and at community centers that complements the Ontario school curriculum
- To take initiative and be constantly improving programming for Virtual Ventures
- To advertise, schedule, and provide invoices to clients booking workshops
- To be responsible for groups of 10-30 students (depending on age) during scheduled workshops
- To attend and be prepared for each workshop
- To listen and participate in discussions with youth, other staff members, and directors
- To conduct your duties in a respectful and courteous manner to fellow instructors, students, parents and all other stakeholders
- To keep accurate documentation and submit a final report at the end of work term

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 for the Vulnerable Sector before the start of the position
Please note:
An instructor position at Virtual Ventures will be from September to December or September to April. A work term at Virtual Ventures will have three main components:

Training (one-two weeks of September)
All instructors will receive thorough training in areas such as first aid, training for medical or behavior conditions, equity, classroom management, etc.

Outreach (September-December or September-April)
Instructors will develop curriculum and deliver to local classes and community centers multiple times a week.

***Working some Evenings and Weekends may be required