

		<b>Job Category:</b>	Summer Staff
		<b>Job Title:</b>	<i>Summer Programs Coordinator</i>
<b>Location:</b>	Halifax	<b>Travel Required:</b>	Yes, some travel may be required
<b>Salary:</b>	\$20/hr, plus vacation pay	<b>Position Type:</b>	Casual, (14 - 35 hrs/wk)
<b>Job Duration:</b>	JUL 2, 2024 – AUG 31, 2024	<b>On campus?</b>	Yes
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open until filled
<b>External Posting URL:</b>	n/a		
<b>Submit Application Via:</b>			
<a href="https://www.imhotep.ca/en/employment-volunteer/">https://www.imhotep.ca/en/employment-volunteer/</a>			
<b>Job Description</b>			
<p><b>POSITION PROFILE</b></p> <p>Imhotep’s Legacy Academy is a university-community initiative that seeks to improve the academic performance of African-Canadians in science, technology, engineering, mathematics (STEM) subjects and the representation of African Canadians in STEM professions by providing opportunities for young learners to engage in activities that strengthen their science and math aptitude.</p> <p>Reporting to the Program Director, the Summer Programs Coordinator will lead a team of Mentors in the effective delivery of several of ILA's summer initiatives, which may include: the <b>Roots-to-STEM Reading Series</b> (grade 3), the <b>Summer Academy in Science and Mathematics</b> (grades 4-6), and <b>Rocket &amp; Drone Building to Launch</b> (grades 6-9). The <i>Roots-to-STEM</i> introduces students to the vocabulary and language of STEM through books that highlight persons of African heritage and their contributions to STEM. For the <i>Summer Academy</i>, ILA Mentors help students brush-up on and learn new science or mathematics topics in fun ways. For <i>Rocket &amp; Drone</i> participants learn to assemble and launch rockets and drones in order to introduce them to world-emerging technologies and space science to inspire them to become involved in such fields later in life.</p> <p><b>Principal Accountabilities</b></p> <ul style="list-style-type: none"> <li>▪ Facilitate all aspects of student participation in ILA's summer programs, including establishing relationships with parents/guardians, school administrators, teachers, and community;</li> <li>▪ Identify and source all technical and non-technical materials required to effectively deliver the programs;</li> <li>▪ Work in collaboration with ILA’s Outreach and Communications team to appropriately promote the programs</li> <li>▪ Coordinate with contacts across Nova Scotia to schedule student-groups for in-person or virtual sessions</li> <li>▪ Conduct activities on space science and drone technologies</li> <li>▪ Motivate young students and communicate information in a way that inspires an interest in scientific inquiry and STEM learning</li> </ul> <p><b>Supervision and Mentoring Plans</b></p> <ul style="list-style-type: none"> <li>▪ Student will be provided with a list of duties to be completed by the end of the work term. The Program Director will meet with the student on a weekly basis to gauge progress and to clarify/resolve issues.</li> </ul> <p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>▪ Professional and service-oriented</li> <li>▪ Attention to detail and accuracy</li> <li>▪ Efficient, relationship builder</li> <li>▪ Results-oriented</li> <li>▪ Team player and reliable</li> </ul> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Student will learn to apply his/her studies the development of ILA best practices in the delivery of STEM programs.</li> <li>▪ Student will hone his/her ability to communicate sophisticated ideas in a manner that facilitates understanding and creates productivity efficiencies.</li> <li>▪ Student will learn to work in a co-operative, community-based work environment.</li> <li>▪ Student will widen his/her knowledge base of the contributions made by people of African Heritage to STEM</li> </ul>			

**Qualifications**

- Completed at least one year of post-secondary education with a demonstrated aptitude in one or more STEM subjects: Math, Physics, Biology, Chemistry, Engineering, Health Sciences
- Organized and able to multi-task and set priorities
- Excellent oral and written communication skills
- Proficient computer skill using Microsoft Office applications, including presentation and project management software
- Self-motivated with an ability to work collaboratively with colleagues

**Preference will be given to applicants with demonstrated experience and interest in issues affecting the education of learners of African heritage.**

**Condition(s)**

Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent *Criminal (Vulnerable Sector) Background Check* and *Child Abuse Register Check*.

**Period of employment**

This is an expected Mon-Fri position with a one-hour (unpaid) lunch break. The selected worker must be able to accommodate flexible working hours as there may be work requirements outside regular business hours. The work schedule will be adjusted accordingly to accommodate this requirement as no overtime is available for this position.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

<b>Job Code/ Req#:</b>	SMRCOR2024	<b>Updated:</b>	2024-06-17
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