

## Join our Team of Let's Talk Science Coordinators!

### Positions

- Volunteer Coordinator
- SMaRT (Science Methods and Research Training) Coordinator
- Teacher Partnership Coordinator

### Deadline: Friday 14<sup>th</sup> July

---

UBC Let's Talk Science is looking for enthusiastic students or post-doctorals to join our coordinating team! The successful applicants will work with a dedicated group of coordinators and volunteers to engage youth in hands-on, minds-on science, technology, engineering, and math activities across Vancouver. Training and professional development opportunities will be provided.

To apply send a one-page cover letter and a maximum 2-page résumé to [apply@ubclts.com](mailto:apply@ubclts.com). Please state which post(s) you are applying for in your cover letter AND the in subject of your email. If you wish to apply for multiple posts, you only need to send one application.

*(Hint: Use the UBC careers centre to help you write your application. Pop in with your resume and cover letter – they are very helpful! Appointments are free and can be booked. [Click here.](#))*

**All Positions Start Date: 1<sup>st</sup> September**

**Training: 1<sup>st</sup> August – 1<sup>st</sup> September**

### **Qualifications and requirements for all posts:**

- Must be passionate about science outreach
- Professional oral and written communication skills
- Excellent organizational and time management skills
- Enthusiastic and able to motivate and inspire others
- Able to work as a team member using strong interpersonal skills
- Previous experience in a leadership position an asset
- Background in science an asset
- Ability to work independently to deadlines as required

---

### **Volunteer Coordinator**

#### *Requirements*

- This is a UBC Work Learn position so you must be a current UBC student. Check the other requirements here: <http://students.ubc.ca/career/campus-experiences/work-learn>
- Previous experience as a Let's Talk Science volunteer or similar experience desirable

## Job Description

The role of Volunteer and Internal Relations Coordinator is to assist the Senior Executive Coordinator to oversee and manage the running of all the UBC Let's Talk Science programs, specifically focusing on general volunteer management (volunteer recruitment, volunteer training, volunteer support, volunteer appreciation), in addition to providing support to the assistant program coordinators, helping in behind-the-scenes event organization, and administrative duties including report and grant writing.

## Duties

- Volunteer appreciation
  - Organize and attend at least one volunteer appreciation events per term
  - Help assistant LTS coordinators to organize program-specific volunteer appreciation events
  - Award volunteers with participation certificates and thank you letters from Let's Talk Science National office
  - Run the Volunteer of the Month appreciation program by awarding gift-cards, thank you cards and thank you e-mails.
- Volunteer recruitment
  - Advertise volunteer positions
  - Organize volunteer recruitment information sessions in fall and winter academic terms (September and January)
  - Help new volunteers to sign-up and become oriented with volunteering for UBC Let's Talk Science
- Volunteer engagement
  - Prepare and distribute the bi-monthly *Volunteer Opportunities* electronic newsletter
  - Post notifications for volunteers on facebook, twitter and in the facebook group
- Volunteer and Assistant Coordinator Support
  - Help volunteers to log their volunteer hours on the online Let's Talk Science volunteer management website
  - Respond to questions, concerns and requests from volunteers through email and in person.
  - Conduct flexible office hour per week to provide pick-up/drop-off services for activity supplies, reimburse volunteer purchases
  - Have a good understanding of the activity kits, and be responsible for their maintenance and
  - Provide volunteers with advice on classroom visits (e.g. creating and tailoring lesson plans, information on available resources, help communicating with teacher partner)
  - Foster personal and professional growth in volunteers by encouraging promising volunteers to take on greater responsibility as volunteer leaders. Encourage the development of volunteer-initiated new events, programs or activity ideas.
  - Help recruit and organize volunteers for community events when needed
  - Assist with event planning and logistics for community events when needed
- Volunteer training
  - Assist coordinators with program-specific volunteering training sessions in fall/winter terms
- Administrative duties
  - Schedule monthly LTS coordinator meetings; compile meeting agenda together with Senior Executive Coordinator, take meeting minutes and distribute to coordinating team, schedule office hours each term for coordinating team
  - Consolidate feedback from volunteers, teachers, and community partners, obtained from assistant coordinators in order to improve the effectiveness of the programs.

- Assist with the hiring of team members for coordinating team
- Write annual report for stakeholders and funders together with Senior Executive Coordinator,
- Assist the Senior Executive Coordinator to seek out new internal (UBC) funding opportunities, applying for grants and liaising with funders
- Provide reference letters and verification of logged volunteer hours upon volunteer request
- Attend at least one all-expenses paid Let's Talk Science national conference per year

**Time Commitment:** Approx. 6-9 hrs/week depending on time of year

**Honorarium:** \$6,000- \$7,000/year

## Science Methods and Research Training (SMaRT) Coordinator

### *Additional Requirements:*

- You must be a current UBC student or post-doctoral
- Experience of the SMaRT program desirable

### *Job Description*

The SMaRT (Science Methods and Research Training) Program aims to enrich the scientific knowledge of Grade 5-7 elementary school students in East Vancouver schools. We form 18 pods of 3-5 undergraduates led by a graduate student facilitator. These pods are paired with 18 elementary school classrooms grades in under-served areas of East Vancouver. These pods work through an established grade-dependent curriculum and visit the classroom 4 times over the course of a semester.

### *Duties*

- Act as a liaison between UBC LTS, UBC community service learning teaching assistant (CSL TA), elementary school teachers, pod leaders (graduate students and post-doctorals), pod members (undergraduates), and program sponsors.
- Create budget for activity supplies and other expenses
- Recruit both volunteers and elementary school teachers (grades 5,6 and 7)
- Work with CSL TA to host information session(s) for interested volunteers (pod members/pod leaders)
- Plan and lead trainings (prepare a presentation and curriculum, decide appropriate activities, coordinate room bookings and catering etc.)
- Shop for other kit supplies
- Attend monthly meetings with other LTS coordinators.
- Monitor SMaRT visit progress through continued correspondence with pod leaders and provide support to pod leaders as needed
- Coordinate feedback surveys for pod members, pod leaders, and teachers
- Distribute newsletters containing tips about leading good lessons, teamwork, etc.
- Plan and schedule pod leader appreciation event
- Coordinate kit return, item inventory and disposal with pod leaders
- 

**Time Commitment:** Approx. 4-8 hrs/week depending on time of year

**Honorarium:** \$4000/year

## Teacher Partnership Coordinator

### *Additional Requirements:*

- You must be a UBC student
- This is a UBC Work Learn position so you must be a current UBC student. Check the other requirements here: <http://students.ubc.ca/career/campus-experiences/work-learn>
- Experience of the Teacher Partnership Program desirable

### *Job Description*

UBC Let's Talk Science is looking for an enthusiastic graduate student to coordinate our Teacher Partnership Program. The successful applicant will work with a dedicated group of coordinators and volunteers to engage with students in science outreach.

The Teacher Partnership Program involves UBC students travelling to classrooms around Vancouver and Surrey to give hands-on science activities. These activities are for all grade levels and many different science subjects, and are for the purpose of delivering to hands-on science experiments and activities in order to stimulate an interest in science. The program involves approximately 60 volunteers and 300 students.

### *Duties*

- Recruit graduate and undergraduate student volunteer leaders.
- Recruit/liaise with Vancouver and Surrey school board contacts and teachers
- Attend monthly meetings with other LTS coordinators.
- Revise and update volunteer training manuals and facilitate volunteer training sessions.
- Communicate with volunteers & teachers to coordinate school visits.
- Coordinate activity kits for school visits
- Assist volunteers in accessing supplies & resources through LTS by holding office hours once a week (September – May).

**Time Commitment:** Approx. 6-8 hrs/week depending on time of year

**Honorarium:** \$5,000-6,000/year

---

Any questions email Ruth and Gillian: [apply@ubclts.com](mailto:apply@ubclts.com)