

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

### Positions

- Volunteer and Internal Relations Coordinator
- SMaRT coordinator (Science Methods and Research Training) Coordinator
- Mentorship Coordinator
- Community Events Coordinator

**Deadline: Friday 15<sup>th</sup> July**

**EXTENDED TO WEDNESDAY 20<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 and Internal Relations 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
  - 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

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

**Honorarium:** \$4000/year

## Mentorship Coordinator

### *Additional Requirements:*

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

### *Job Description*

UBC Let's Talk Science, in collaboration with UBC Community Service Learning, is looking for an enthusiastic graduate student to coordinate our Science Fair Mentorship Program. The successful applicant will work with a dedicated group of coordinators and volunteers to engage with students in science outreach. The Science Fair Mentorship Program has two different components (1) High School Mentorship at Britannia Secondary School (2) Elementary School Mentorship at Hastings Elementary.

The High School Mentorship aims at helping Grade 8-10 to plan, develop, conduct, and interpret their science fair projects through 7 on-site visits. This program involves approximately 100 high school students and runs from November to February.

The Elementary School Mentorship aims to expose students (Grades 2-4) to hands-on science experiments and activities in order to stimulate an interest in science. Volunteers will help students perform experiments with pre-designed experiments and kits through five on-site visits (February/March). Both programs conclude with an exciting science fair in which our volunteers see and judge all student projects.

### *Duties*

- Recruit graduate and undergraduate student volunteer leaders.
- Attend monthly meetings with other LTS coordinators.
- Work closely with the Centre for Community Engaged Learning (CCEL) to coordinate to arrange placement of undergraduate student volunteers.
- Revise and update volunteer training manuals and facilitate volunteer training sessions.
- Communicate with volunteers & teachers to coordinate school visits.
- Be on site at Britannia Secondary Schools (7 weeks between November and February) and Hastings Elementary (5 weeks between February and March) during school visits.
- Help teachers organize the science fair event (February/March).
- Assemble activity kits for Elementary School Mentorship.
- Revise the structure of predesigned experiments for Elementary School Mentorship.
- Assist volunteers in accessing supplies & resources through LTS by holding office hours once a week (September – May).
- Help in the recruitment of judges for the annual Greater Vancouver Regional Science Fair (April)

**Time Commitment:** Approx. 2-6 hrs/week depending on time of year

**Honorarium:** \$2,000/year

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## Community Events Coordinator

### *Requirements*

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

- Access to a car such as membership of car2go or Evo Car Share desirable (all travel expenses will be reimbursed)

### *Job Description*

The community events coordinator is responsible for planning and executing science outreach activities with various community groups and partners throughout Vancouver. This community outreach puts us in touch with people of all ages, where we deliver activities ranging from science booth demonstrations at local festivals to running the Let's Talk Science Challenge: an annual hands-on quiz-style science competition for elementary students.

### *Duties*

- Act as liaison between UBC Let's Talk Science and community partners (e.g. Science World) to collaborate on science outreach events
- Plan/organize and help to execute independent, one-off science outreach events held across Vancouver. This involves:
  - Working with community partner to choose appropriate activities for event
  - Managing supplies and event logistics: determine necessary supplies and quantities, purchase supplies, vendor negotiation, room booking, event scheduling
  - Updating the events calendar on the UBC Let's Talk Science website
  - Creating and maintaining activity kits
  - Organizing Training Materials
  - Assisting in volunteer training
  - Maintaining organized and detailed records of each event including details involved in the event planning, event execution, problems that arose and how they were resolved
- Plan/Organize annual large scale events such as
  - High School Symposium (UBC Let's Talk Science)
  - Let's Talk Science Challenge (UBC Let's Talk Science)
  - Community Science Celebration at Science World
- Volunteer management:
  - Provide leadership for teams of volunteers in the planning and execution of large-scale community events. Duties will include generating and communicating team goals for events, timelines, brainstorming ideas, identifying tasks to be carried out at various stages of the events, task delegation and follow-up, ability to problem-solve and effectively manage team members.
  - Managing volunteer logistics: event access, transportation, supply pick-up, volunteer appreciation
  - Facilitating feedback from volunteers and community partners.
  - Helping volunteers to log their volunteer activities online.
- Hold weekly office hour to provide pick-up/drop-off services for activity supplies and reimburse volunteer purchases

**Time Commitment:** Approx. 6-8 hrs/week

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

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