

FIRST ROBOTICS CANADA

STEM PROGRAM COORDINATOR

Position Type:

Contractor Position

Positions Required:

2

Location:

Toronto, Durham, Peel and York Regions where *FIRST* Robotics Canada is operating. Presenters will be required to travel within an agreed upon geographical area.

Compensation:

\$4000/mth. Mileage and expenses are reimbursed as per *FIRST* Robotics Canada policy.

Hours:

Working hours typically occur during standard workday hours from May 2023 to August 2023, with some weekend and evening training and preparation required.

Application Timelines:

Immediately for contractors in the Toronto, Durham, Peel and York regions.

To Apply:

Please submit your resume and cover letter as one document by email to communications@firstroboticscanada.org.

Position Summary:

Join us in helping inspire youth to become science and technology heroes. If you love STEM, enjoy working with youth from Grade 4 – 8 in school and community settings, possess excellent presentation and organizational skills, and enjoy the flexibility of managing your own work schedule, this opportunity may be for you.

We are looking for mature individuals to grow our in-person workshop team, who have a background in science, technology, engineering or mathematics and in working with youth in an educational setting. These are part-time, contract positions that have a volunteer component for preparation and training, along with a paid component for the workshop presentations. There may be an opportunity for on-site workshop presenters to also be part of the virtual workshop team.

Responsibilities:

- Deliver high quality, hands-on *FIRST* Robotics Canada workshops, in accordance with *FIRST* Robotics Canada's mandate using provided materials and content
- Participate in our training program and in ongoing development opportunities, as recommended
- Communicate with teachers or community partners on a timely basis to schedule and confirm assigned workshops.
- Maintain an accurate record of workshop data through web-based application, adhering to organizational timelines.
- Continually strive to enhance presentation skills.
- Maintain materials in a safe and professional condition.
- Participate in presenter organizational meetings and share ideas with other presenters through consultation and team meetings.
- Interact in a positive and professional manner with school personnel, or representatives from the hosting agency.
- Provide administrative support: social media, event management, analytics and reporting, etc.
- Other duties as assigned

Requirements:

- Education degree or experience instructing youth are assets
- Knowledge and experience in the field of science and/or engineering.
- Strong organizational and time management skills.
- Dynamic presentation style suitable for young people aged 9-14
- Excellent customer service skills; must be flexible, diplomatic and customer-centric.
- Ability to express ideas clearly to children and adults.
- Able to move equipment weighing 22 kg
- Proven ability to plan activities, work independently as well as part of a team
- Sufficient space to store workshop kit in home and transport in vehicle
- Valid driver's license and use of vehicle
- Use of personal laptop and proficiency using webmail, internet applications, and videoconferencing hardware and software
- Access to high bandwidth internet.
- Bilingualism (French & English) is an asset.

About us:

Our mission is to inspire young people to pursue further studies and careers in science, technology, engineering and math (STEM). Our vision is of a world which celebrates success in STEM and in which young people dream of becoming science and technology heroes. We pursue our mission primarily through offering coding and robotics workshops, mentorship and competitions for school-age students at the elementary, junior high school and senior high school level.

Established in 2001 and incorporated in 2004, *FIRST* Robotics Canada believes that as a society, we face enormous challenges and that to confront these challenges, we will need the full benefit of the energy, talent and dedication of our next generation of scientists, engineers and technologists. We believe that in any community, we encourage what we celebrate. When we celebrate success in sports, we motivate youth to excel in sports. When we celebrate success in entertainment and the arts, we motivate youth to excel as entertainers and artists. We believe it is important to celebrate, at the high school level and earlier, participation in and success in science, technology and engineering in order to inspire young people to pursue further studies and careers in these areas. We believe that our prosperity as a society is driven by our productivity. For our society to be as productive as it can be, it must be as innovative as it can be. Investing in programs that encourage young people to develop related skills is one of the most important investments our society can make.

To Apply:

Please submit your resume and cover letter as one document by email in PDF format by March 3, 2023 to communications@firstroboticscanada.org. Please include the text "2023 *FIRST* Summer Internship" in the subject line of your email.

FIRST Robotics Canada is committed to an inclusive selection process. As an equal opportunity employer, accommodations are available during all phases of the recruitment process. We ask that any applicants requiring accommodations make their needs known in advance.

Once selected, you will be required to apply for and obtain a satisfactory Police Records Check for the vulnerable sector. As a *FIRST* Robotics Canada presenter, you can anticipate making a lasting impact in children's lives. We thank all candidates for their interest; however, only those selected for an interview will be contacted. No phone calls, please.