outreach.letstalkscience.ca/uguelph **uguelph@letstalkscience.ca** facebook.com/LetsTalkScienceGuelph

**Let’ s Talk Science at the University of Guelph is Hiring**

## Let’s Talk Science at The University of Guelph is part of the national network of Let's Talk Science Outreach, an award-winning, national, charitable organization. Let’s Talk Science Outreach’s volunteer network focuses on creating and delivering free, hands-on/minds-on science, technology, engineering and mathematics (STEM) activities to youth from preschool to high school.

Let's Talk Science at the University of Guelph has been delivering free hands-on activities to youth in Guelph and throughout Ontario since 2008. Our volunteers have reached over 20,000 youth since our inception, with over 6000 youth reached in the past year alone!

Our outreach program is run by a team of coordinators, typically graduate students at the University of Guelph who hold their positions for 2-3 years. This team of coordinators manages an outreach program of over 150 graduate and undergraduate students, organizing upwards of 200 in-class workshops per year in addition to special events both on and off campus, from Guelph all the way up to Owen Sound.

We are currently looking to hire two new coordinators to join our team – an *Outreach Communication & Scheduling Coordinator* to start in May 2015 and a *Volunteer Training & Engagement Coordinator* to start in late summer or early fall 2015.

**Position title: *Coordinator (Outreach Communication & Scheduling)* Position status:** approx. 5-10 hours per week (less in the summer) **Application Deadline:** Monday, April 27th, 2015

**Start Date:** early May (preferred)

**Duration:** minimum 18 month commitment

### Job Description:

As the *Outreach Communication & Scheduling Coordinator*, you will work alongside two other site coordinators – the *Volunteer Training & Engagement Coordinator* and the *Special Events & Projects Coordinator*. You will manage the day-to-day outreach operations, responding to requests for programming from educators and organizing volunteers to deliver workshops. This position will involve extensive email communications and the possibility to work remotely for some periods.

### Responsibilities:

* Respond to inquiries from educators and requests for programming
* Organize and maintain the calendar of outreach requests such that volunteer opportunities are staggered throughout each month with a variety of dates and times
* Prepare weekly emails to volunteers with a list of upcoming volunteer opportunities
* Schedule workshops based on volunteer availability
* Solicit and respond to feedback from educators and volunteers
* Other duties shared by all coordinators on an interest and time-dependent basis: new kit development, kit preparation, annual report preparation, fundraising, etc.
* Attend at least one fully funded Let’s Talk Science conference each year

### Qualifications:

* + Be in a registered graduate or staff position at the University of Guelph
	+ Have excellent organizational and time management skills
	+ Have excellent oral and written communication skills, particularly strong email etiquette
	+ Be able to work independently and meet agreed upon deadlines
	+ Have enthusiasm and a passion for science outreach and education
	+ Have strong interpersonal and leadership skills
	+ Past experience as a Let’s Talk Science volunteer is an asset

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**Position title: *Coordinator (Volunteer Training & Engagement)***

**Position status:** approx. 5-10 hours per week (less in the summer, more in September and January)

**Application Deadline:** Friday, May 1st, 2015

**Start Date:** late summer (preferred) or early September

### Job Description:

As the *Volunteer Training & Engagement Coordinator*, you will work alongside two other site coordinators – the *Outreach Communications & Scheduling Coordinator* and the *Special Events & Projects Coordinator*.

You will be the lead coordinator for recruiting new volunteers and organizing their training and for familiarizing volunteers with kit materials. Additionally, you will be responsible for volunteer recognition initiatives, such as prize giveaways and planning social events. This position will involve extensive face-to- face interaction with volunteers.

### Responsibilities:

* Schedule new volunteer orientation and training sessions at the start of each semester and organize coordinators and/or senior volunteers to run sessions
* Organize recruitment initiatives, such as posting signs, preparing inserts for New Graduate Student Orientation packages, and having volunteers/coordinators speak in senior undergraduate lectures
* Meet regularly with volunteers before workshops to help prepare and familiarize them with supplies
* Plan volunteer recognition events (at least once per semester) and find other ways of recognizing volunteer contributions (monthly prize raffles, facebook highlights, award nominations, etc.)
* Other duties shared by all coordinators on an interest and time-dependent basis: new kit development, kit preparation, annual report preparation, fundraising, etc.
* Attend at least one fully funded Let’s Talk Science conference each year

### Qualifications:

* + Be in a registered graduate or staff position
	+ Have strong interpersonal and leadership skills
	+ Have enthusiasm and a passion for science outreach and education
	+ Have excellent written and oral communication skills
	+ Be able to work independently and meet agreed upon deadlines
	+ Have excellent organizational skills
	+ Past experience as a Let’s Talk Science volunteer is an asset

### Benefits:

* + Develop business, leadership and communication skills applicable to any field or career choice
	+ Gain valuable networking experience and contacts both on and off campus
	+ Gain fundraising and budgetary skills transferable to everything from everyday life, to small business entrepreneurship to grant fund management for academia
	+ Tremendous autonomy to pursue new goals for Let’s Talk Science at the University of Guelph
	+ Work in a positive work environment filled with generous and passionate people
	+ Paid travel to Let’s Talk Science conferences & rural communities
	+ Professional development opportunities and training provided by Let’s Talk Science
	+ Earn a coordinator stipend from the University of Guelph (provided by the Vice-President of Research, the Associate Vice-President Academic, and the Provost)

# To apply:

## Please send your resume and cover letter to Ann Vandergust, Nancy Stonos and Alex Swirski at:

**letstalkscience.guelph@gmail.com**

If you are interested in both positions, please note this in your cover letter.

Please note: only those selected for an interview will be contacted. We will be conducting interviews for both positions in early May.

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National Office: 1584 North Routledge Park, London, Ontario, Canada N6H 5L6 Telephone: 519.474.4081 Toll-free: 1.877.474.4081 Fax: 519.474.4085

### Let’s Talk Science at the University of Guelph Coordinators: Nancy Stonos, Ann Vandergust & Alexandra Swirski

**LTS c/o Ann Vandergust, Department of Chemistry, University of Guelph, 50 Stone Road East, Guelph ON N1G 2W1**