

Grant-Paid Job Description

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| Job Title | Program Instructor [High School Student] |
| Reports to Position Title | Executive Director, SuperNOVA |
| Research Project Title | SuperNOVA |
| Faculty/ Department | Faculty of Engineering |
| FTE (based on 35 paid hr work week) | 1.0 |
| Duration | June 23 – August 22, 2025 |
| Date Created/Updated | January 28, 2025 |
| Wage | \$16.20/hour (+ 4% in lieu of vacation) |

About the Research

SuperNOVA is a not-for-profit initiative at Dalhousie University in Halifax, Nova Scotia that provides youth across Atlantic Canada with educational opportunities to explore science, technology, engineering and mathematics (STEM), regardless of geographic location, socio-economic situation, ability, gender or lived experience.

Job purpose

At SuperNOVA you will work to develop high-quality educational STEM curriculum to be delivered to youth across Atlantic Canada. You will be responsible for developing, learning, and delivering STEM programs in classrooms, off campus locations including urban, rural, and remote communities, and on the Dalhousie University campuses.

You will work individually, or alongside one or more other SuperNOVA instructors to deliver the programs and provide supervision and care to youth participants. From time to time you may be required to perform additional tasks. You will work under the supervision of the Executive Director of SuperNOVA and will report directly to the Executive Director on any employment matters.

Duties and responsibilities

General Duties

- You will deliver camps (July-August) in Halifax as overseen by your Team Leaders, Program Assistants and Program Coordinators.
- Work to integrate technology and digital resources into camp programming.
- You will work as a part of a small team to deliver specific curriculum and ensure that all documents are delivered in a timely manner to your Team Leader.

Act as a Program Instructor

- Adherence to SuperNOVA's policies and procedures at all times.
- You may be required to teach camps outside of your field of study, and outside of your field of curriculum creation.
- Participating in SuperNOVA training during the course of your employment.
- Developing and delivering exciting and educational workshop and camp curriculum for youth in grades 1 - 12 related to Science, Technology, Engineering and Math (STEM).
- Learning and practicing the delivery of all SuperNOVA-delivered activities prior to delivery.
- Advance preparation of materials prior to the start of the programs.
- You may be required to travel within Atlantic Canada for STEM workshop and camp delivery.
- Providing supervision for program participants and acting as a positive role model.
- Delivering presentations at community events and other STEM outreach opportunities.
- Communicating with and supporting positive relationships with campers, parents, media, and other stakeholders.
- Ensuring that program facilities are tidy, secure, and facility policies are being followed.
- Creating hazard assessment documents for each activity developed to ensure that safety protocol is accessible at all times.
- Reconcile expenses charged to SuperNOVA as per SuperNOVA procedure.
- Aiding in maintaining a healthy relationship with Dalhousie, which includes ensuring that all instructors and participants are respectful of Dalhousie University staff, property and facilities

Qualifications

Required: Current high school student entering Grade 11 or above. Must possess strong verbal and written communication skills, time management skills, the ability to problem solve effectively and make decisions independently. Experience working with youth. Completion of a Criminal Record Check.

The following are considered assets: Experience working with rural, remote, low-income, and other populations typically underrepresented in STEM fields; experience working with Indigenous communities and an understanding of local socio-economic conditions and personal nuances of the Indigenous communities that we serve. French proficiency and public speaking skills. Full and unrestricted Nova Scotia driver's licence (Class 5).

Working conditions

On campus role: Due to operational requirements, the successful applicant is required to work in-person on campus.

Dalhousie's vaccine mandate has been suspended at this time, and employees no longer need to provide proof of full vaccination. However, health and safety risks to our community will continue to be monitored and a vaccine mandate may be reinstated if necessary.

Hiring Statement

Dalhousie University commits to **achieving inclusive excellence through continually championing equity, diversity, inclusion, and accessibility (EDIA)**. The university encourages applications from Indigenous persons (especially Mi'kmaq), persons of Black/African descent (especially African Nova Scotians), members of other racialized groups, persons with disabilities, women, and persons identifying as members of 2SLGBTQIA+ communities, and all candidates who would contribute to the diversity of our community. If you require more information, please visit [Fair Hiring Practices](#).