Grant-Paid Job Description

Job Title	Outreach Team Leader
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	May 7 – August 28, 2026
Date Created/Updated	January 20, 2026
Wage	$20.00/hour (+ 4% in lieu of vacation)

About the Research

SuperNOVA is a not-for-profit initiative of Dalhousie University that provides experiential learning for school aged youth in Science, Technology, Engineering and Mathematics (STEM). SuperNOVA offers innovative workshops, summer camps, clubs, and community events throughout Atlantic Canada that provide youth with fun and rewarding experiences in STEM and nurture a life-long love of exploration, creativity, and academic achievement.

Job purpose

As the SuperNOVA Outreach Team Leader will oversee a small team of instructors, and the successful development of educational STEM curriculum for SuperNOVA's summer outreach program, specifically designed for delivery in community partner locations across Atlantic Canada. You will travel across Atlantic Canada for one to two weeks at a time (in July/ Aug) to deliver all outreach programming. You will also act as an instructor for SuperNOVA's workshop program (in May/June) delivering STEM themed workshops in off-campus locations including urban, rural, and remote communities.

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

Serve as Outreach Team Leader
- Oversee a small team of instructors during curriculum development to ensure that curriculum is innovative, safe, accessible, and appropriate for the target grade ranges.
- Develop a work plan based on deliverables, delegating tasks and responsibilities

among your team appropriately, deferring to Program Coordinators where
necessary.
- You will be responsible for creating, maintaining and procuring a list of materials
required for programming, as well as maintaining a budget to be submitted to the
Executive Director.
- Serve as a resource to fellow instructors delivering content, providing support in
alignment with SuperNOVA protocols, policies and mandate.
- Hold regular meetings with your team of instructors to ensure smooth delivery of
programs
  - Act as a liaison between Instructors and SuperNOVA supervisors and management.

Development of Outreach STEM Curriculum.
- Develop innovative, exciting and educational Outreach curriculum for all Outreach
camps.
- Ensure all required components of curriculum development, including research,
testing, and written documentation related to curriculum are complete in a timely
manner.
- Identify and coordinate mentoring events, tours, and site-visits with science,
engineering and technology professionals from the industry and research sectors. •
Work with team members to procure and manage program curriculum materials
and resources.
- Ensure integration of technology and digital resources into the curriculum. • Perform
cost benefit analysis for projects and activities, in accordance with budget directives

Ensure the successful delivery of Outreach content in workshops and
camps. • Act as a lead delivery person for workshop and camp modules.
- Delivering STEM workshops (May-June) and camps (July-August) in Halifax and
communities throughout Atlantic Canada, and via online platforms (if applicable) •
Work with project partners to ensure program quality is high and expectations are
met/exceeded.
- Attend meetings to communicate progress on the program content with project
partners.
- Assist with collection of testimonials, photos, quotes, and other documentation for
reporting.
- Ensure that team is responsible for maintaining all materials and equipment in good
working order, including bin organization
- Travel throughout Atlantic provinces (NS, NB, PE, NL & QC) to deliver STEM outreach
programs in rural, remote, Black Nova Scotian, Indigenous, and low-income
communities.
  - o These programs may be delivered locally (commute each day to the location),
    or in rural and remote areas in which you will travel and stay in the
    community for up to one week at a time. All travel arrangements and costs

associated with outreach delivery will be organized and paid for by
SuperNOVA.
- Aid in the organization and delivery of SuperNOVA's Land-based Education Program,
Melkiknuawti.
- Support the development of land-based education curriculum based on the guiding
principles of Etuaptmumk (Two-Eyed Seeing) and Netukulimk, working to integrate

locally relevant cultural connections and knowledge.

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 student or graduate from a Bachelor of Education or STEM program. 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 with Vulnerable Sector Search.

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. A full and unrestricted Nova Scotia driver's licence (5N).

Working conditions

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

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.