



## Actua Outreach Team 2019 Application Package

Are you interested in science, technology, engineering, and math (STEM) education and working with youth? Do you like to travel, learn from different people and places, and facilitate community engagement? Would you like to combine these interests to provide meaningful experiences for youth in rural, remote and Indigenous communities this summer? If your answers are “yes,” then Actua’s Outreach Team might be for you! Actua, Canada’s leading STEM youth outreach organization, is looking for Outreach Instructors to assist its Outreach Team for the summer of 2019.

**The deadline to submit applications is Sunday, January 27, 2019.**



Youth · STEM · Innovation  
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## Position Overview

**Duration:** Variable term contracts (Maximum 3 months)

Actua's Outreach instructors are largely post-secondary students or recent graduates with a strong background in and/or interest in science, technology, engineering and math (STEM) education and working with youth. They lead the delivery of STEM classroom workshops in schools in May and early June, and/or the delivery of week-long STEM day camps in July and August. The Outreach Team delivers programming primarily in rural and remote areas of Canada, working largely with Indigenous youth.

Successful Outreach instructors work positively with their team, maintain open communication with national office staff, see challenges as learning opportunities, engage with the communities they travel to, and carry out the Actua mission and vision. Outreach instructors report to Actua's Outreach Coordinators, however due to the unpredictable nature of outreach programming in remote communities, other Actua national staff also provide assistance as needed throughout the summer.

### **Key aspects of the Outreach Instructor position include:**

- Delivering fun, hands-on, educational STEM programming for youth ages 6-16;
- Serving as a positive role model for youth in Indigenous, rural, and/or remote communities;
- Participating in thorough and thoughtful training sessions held at the Actua national office in Ottawa;
- Maintaining an inclusive and safe space for ALL youth;
- Daily program management and administration;
- Assisting with program promotion and participant registration;
- Coordinating community engagement activities (e.g. site visits, mentor and Elder events) and maintaining positive relationships with host communities;
- Managing logistics related to transportation and storage of supplies including moderate to heavy lifting of supply bins;
- Frequent travel to Indigenous, rural, and/or remote communities, with majority of travel being via aircraft or driving in a vehicle. Instructors can expect to be on the road for the duration of their employment with Actua, with the travel between communities typically taking place on weekends;
- Working and living with a pod (team) of one to two co-instructors for the period of your employment with Actua; and
- Contributing to the future of the program by participating in evaluation, completing reports, taking photos, and providing feedback, and sharing success stories on a weekly basis.

## Compensation

- Actua offers a competitive salary of \$800/week including vacation pay;
- Actua covers or reimburses all work-related travel, expenses and accommodations, including the initial travel to training in Ottawa and your travel back home at the end of your work term; and
- Actua provides a daily food allowance to help offset the higher food prices in remote regions.

## Eligibility Criteria

### Key Competencies

Successful applicants will demonstrate the following:

- A demonstrated interest or background: in science, technology, engineering and math (STEM); youth education; or Indigenous studies
- Experience working with youth in a camp or other informal educational setting
- Ability to work with communities as an ambassador for Actua and a role model to youth
- Ability to work in a team environment under minimal and remote supervision
- Open to learning and feedback
- Resourceful, flexible and adaptable to a variety of work conditions
- Comfortable traveling via various modes of transportation frequently throughout the work term
- Ability to work and live in rural and remote communities throughout the work term
- Strong public speaking and communication skills

### Assets

- Post-secondary education in STEM disciplines or other fields as applicable
- Experience working with an Actua Network Member program
- Experience working in rural, or remote communities
- Experience working with Indigenous youth
- In-depth knowledge and/or experience of Indigenous culture(s)
- Conversational Inuktitut, Inuinnaqtun, Cree, other Indigenous languages, or French
- A Valid 'G', Class 5, or equivalent driver's license, eligibility to rent a car, a comfort level driving in various road and weather conditions, and a clean driving record.

### Requirements to Apply

- Be at least 18 years or older at the start of the work term and enrolled in or have completed post-secondary education
- Be able to participate in moderate to heavy lifting of program equipment for the duration of the work term
- Submit a completed application form including cover letter, resume, and three references, one of which can speak to your experience working with youth.

**If hired, you must provide the following documentation to Actua before your work term begins:**

- Standard First Aid training with CPR C
- A clear & original copy of your Criminal Record check including the vulnerable sector check (completed within the last 3 months)
- A completed medical fitness form from your physician (form to be provided by Actua upon job offer).
- If hired on a driving team, you will be asked to submit a Driver's Abstract.

## Application Process

Applications are due on **Sunday, January 27th, 2019, 11:59pm EST.**

**You can use any of the following methods to submit your application:**

1. You can complete an online version of the application form by visiting [actua.ca/employment](http://actua.ca/employment)
2. You can upload your completed application form (below) and supporting documents online by visiting [actua.ca/employment](http://actua.ca/employment)
3. You can send your complete application form (below) and supporting documents to Actua by email, mail, or fax:

**Mailing Address:**

Outreach Team  
c/o Actua  
111 Murray Street  
Ottawa, ON  
K1N 5M5

**Email:** [OThiring@actua.ca](mailto:OThiring@actua.ca)

**Fax:** 1-613-234-4779, ATTN: Outreach Team

For fax or email submissions, please include "Outreach Instructor Application" in the subject line.

If you require a disability related accommodation in order to participate in the recruitment process, please contact us and provide your contact information. We will contact you within 2 business days.

**We thank everyone for applying, but only those selected for an interview will be contacted.**

# Instructor Application Form

## Part 1: Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(City/Town, Province/Territory, Postal Code)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Please include area code.

How did you hear about our program?

School  Facebook  Twitter  Friend  Alumni Mailing List

Online Job Board  Actua Network Member

Other (please specify): \_\_\_\_\_

Do you hold a valid, full driver's (class 5 or equivalent) license in your province/territory? No  Yes

Are you eligible to rent a vehicle? No  Yes

Are you comfortable driving under various driving conditions (e.g., gravel, rain, snow, highways, etc.) for drives that could range from an hour to a full day when travelling between communities? No  Yes

Do you speak any additional language(s)? No  Yes

If yes, please specify: \_\_\_\_\_

## Part 2: Education/Training

Are you currently enrolled in (or have you recently completed) post-secondary studies? No  Yes

If yes, what is your program of study & major? \_\_\_\_\_

If yes, what is your post-secondary institution? \_\_\_\_\_

Please list any other diplomas, certificates, degrees: \_\_\_\_\_

## Part 3: Commitment

The Outreach Team delivers programming in schools and communities during the months of May - August. Workshop training and delivery occurs typically in the month of May. Camp training and delivery typically occurs in the months of June - August.

Successful applicants may be selected for Workshop & Camps or only Camps. Please note that there are more positions available for Camps than Workshops and preference will be given to returning instructors for Workshop delivery.

Please note that instructors who are hired for both Workshop and Camp delivery will experience a 1 to 2 week gap in their employment in June between these two programs.

Selecting 'Yes' declares you are able to work consecutively within the dates and understand that you will not have the opportunity to travel home during these dates.

**Are you available for mandatory workshop training and workshop delivery (April 29 - May 31)?** No  Yes

**Are you available for mandatory camp training and camp delivery (June 13 - August 16)?** Please note August 16th is not the guaranteed end contract date, Actua will have an end date in your formal offer if you are hired. There will be a minimum of 5 weeks for camp delivery. No  Yes

**Do you have any commitments that would prevent you from delivering programming from April 29 - August 16?** No  Yes

If yes, please list: \_\_\_\_\_

## Part 4: References

Actua would like to connect with people that can speak to your interests and experience. Please provide three professional references. At least one reference must be able to speak to your work with youth.

### Reference #1

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Organization: \_\_\_\_\_

### Reference #2

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Organization: \_\_\_\_\_

### Reference #3

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Organization: \_\_\_\_\_

## Part 5: How Would You Contribute to The Actua Experience?

Using your preferred communication style, highlight how your unique skills, knowledge, and attitudes would contribute to delivering Actua’s mission as part of the Outreach Team. Be yourself and show us why you're right for the job in print, art, or other media.

Please note the fine print:

- Your submission MUST NOT include any images/photos of your face
- Media files may not exceed 3 minutes in length
- Documents must fit on one 8.5 x11 sheet of paper

## Part 6: Resume

Please attach.

## Part 7: Submitting Your Application

Step 1: Please ensure that you meet all eligibility criteria and read all instructions carefully.

Step 2: Complete all 7 parts of the application

Step 3: Attach your resume and Actua Experience Submission (Note: if submitting a media file, please provide a file via email or upload with your application online)

Step 4: Submit your complete application by email, fax, mail or online on or before Sunday, January 27th, 2019, 11:59pm EST.

If you require a disability related accommodation in order to participate in the recruitment process, please contact us to provide your contact information. We will contact you within two business days.

By signing this application, you certify that all information provided is true and correct and that you have followed the guidelines for your cover letter as outlined within the application form.

Applicant Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Please email, fax, mail or submit online your application:**

**Email to:**

Outreach Team

[othiring@actua.ca](mailto:othiring@actua.ca)

Subject line: Outreach Instructor Application 2019

**Fax to:**

613-234-4779

ATTN: Outreach Team

Subject: Outreach Instructor Application 2019

**Mail to:**

ATTN: Outreach Team

Actua National Office

111 Murray Street

Ottawa, ON

K1N 5M5

**Submit online at:**

[www.actua.ca/employment](http://www.actua.ca/employment)

For more information about the outreach team, please visit Actua's website at [actua.ca](http://actua.ca), or contact the Outreach Team, at [othiring@actua.ca](mailto:othiring@actua.ca) or by phone (613.234.4137).