

Actua's Instructor Team 2025

Information Package

We strongly recommend you review this package before applying for any instructor role with Actua.

This information package provides you with the information needed to become an Actua instructor and meet the challenge of providing life-changing STEM experiences to youth. This package will help you better understand where we work, how we get there and, most importantly, how we work together to create and lead safe and inclusive programming.



The deadline to submit applications is February 7, 2025, 11:59pm ET.

To apply please visit: <https://actua.ca/careers>

About Actua

Actua is a leading science, technology, engineering and mathematics (STEM) youth outreach network in Canada representing over 40 university and college-based members. Every year Actua and its network engage over 500,000 young people across Canada in over 600 communities nationwide in hands-on educational workshops, camps and community outreach initiatives. Actua focuses on engaging equity-deserving youth through specialized programs for Indigenous youth, Black youth, girls and young women, at-risk youth and youth living in Northern and remote communities. Its national InSTEM program reaches over 40,000 Indigenous youth annually in over 200 First Nation, Métis and Inuit communities. For more information, please visit us online at www.actua.ca and on social media: [Facebook](#), [Instagram](#) and [YouTube](#).

About the Instructor Team

In addition to the programs delivered by Actua's growing network of members across Canada, Actua has its own team of instructors who deliver STEM school workshops as well as camp programming, managed out of our National office in Ottawa. Actua's instructors are a team of dynamic, diverse and engaging leaders who are committed to a demanding role and delivering fun, hands-on STEM programs for youth. Our "for youth by youth" model is extremely effective at helping youth build self-confidence, connect with role models like them, and engage with STEM programming in an inclusive and safe space.

Actua instructors deliver programming primarily in rural, remote and Indigenous communities that are not yet served by our network member programs. Through school workshops, week-long summer day camps, full-immersion land camps, and various other community events, Actua instructors engage 4,000-5,000 youth in 25-30 communities each year.



Outreach Camp, NU, 2018

Watch Me First!

We recommend watching/listening to these resources to get a better understanding of the instructor experience before continuing on with this document!

- [The Actua Instructor Experience](#)
 - This video speaks to the school workshop & outreach camp programs.
 - Hear from previous instructors as well as community members about the work we do and its impact on youth.
- [The Actua Instructor Training Experience](#)
 - This video covers what the training experience for **all** instructors looks like and how Actua prepares the team for the challenges of the role.
 - Hear from previous instructors, Actua staff members as well as some of the external guests who contribute to the experience.
- [Meet Cheyenne an Actua Outreach Instructor](#)
 - Hear from a previous instructor as she chats with Actua's CEO Jennifer Flanagan about her experience and advice for new instructors.
- The Root & STEM Podcast – [Actua: Connecting Science and Community](#)
 - Hear from two Actua instructors as they are interviewed about their experience & the importance of connecting to communities.

Program Styles

School Workshops

Actua delivers 1-2 hour STEM workshops in schools in May. The workshops consist of exciting demonstrations, interactive experiments, and hands-on activities designed to complement school curriculum and meet prescribed learning outcomes. Instructors can expect to deliver up to four workshops a day for grades K-12, travel to one to two communities per week, and work with principals, teachers, and community members to make programming for youth a success.

Actua arranges logistics with the schools, principals, and teachers in advance of arrival to ensure the most is made out of Actua's time in the community. **Communities, workshops, and school schedules may change rapidly throughout the tour.** Flexibility and the ability to work in a fast-paced environment are key to being a successful workshop instructor.



School Workshop, Inuvialuit Region, NT, 2024

STEM Outreach Camps



Outreach Camp, Kitikmeot Region, NU, 2022

Actua delivers week-long STEM camps, to youth, typically between the ages of 7-12, from July to mid-August. Each week is filled with fun, innovative, and hands-on projects designed to help youth learn about the science of everyday life, bringing in community members whenever possible to enhance this learning. Actua strives to be adaptable to the community's requests so we can create a camp program that suits the youth we are reaching. Actua works with communities to determine the logistics of

camps, including which activities are delivered, the timing of the camps (9 a.m. - 4 p.m. vs. 11 a.m. - 6 p.m.), the age of participants, and which Elders and mentors will visit the camp.

Although no two camp weeks will look the same, there are particular components instructors can expect at each camp. These include:

- Collecting camper registration forms (and other documents);
- Keeping track of attendance;
- Welcoming up to 30 participants into camp for 4-5 days of the week;
- Liaising with community members to identify and welcome guests;
- Preparing materials and charging tech in the evenings;
- Sourcing and preparing snacks for youth;
- Daily debriefs and end-of-camp surveys and;
- Organizing an open house at the end of the camp week. Participants, family, and community members have the opportunity to come together and celebrate participant achievement by enabling youth to share their knowledge, reflect on their learning, & display some of their favourite projects.

Camps are an ever-changing and fast-paced environment! Instructors need to be comfortable supervising up to 30 youth and collaborating with community members while also ensuring a high standard of documentation and policy adherence. Successful instructors will need to be adept problem solvers, multi-taskers, and resilient team members when challenged with evolving plans.

Land Camps

Actua partners with First Nations, Métis and Inuit communities to deliver land camps to youth, primarily in high school, from July to mid-August. Instructors deliver fun, hands-on, educational STEM programming for high-school youth primarily on the traditional territory of the host community. Land camps are organized and operated by community leaders and often include traditional activities and practices related to their educational and cultural priorities. Instructors can expect to participate in these activities and deliver STEM programming to the youth. Each day at a land camp will look different, and instructors must be adaptable with their delivery. In most cases, instructors are present at the campsite all day & overnight, sleeping in tents/cabins.

The Instructor Experience

Timeline **Details below are subject to change.

	School Workshops	Outreach & Land Camps
Work Term	Month of May to early June	Mid-June to mid-August
Training	One week, beginning of May	Up to 10 days, starting mid-June
Coworkers	Working & travelling with one other “pod mate” (instructor)	Working & travelling with two other “pod mates” (instructors)
Delivery	Workshops in schools for youth in grades K-12	Outreach: Week-long STEM Camps in communities delivered for youth typically aged 7-12 Land Camps: 1-2 week-long STEM camps in communities delivered for youth typically in high school

Instructor Training

Actua is committed to helping instructors feel fully prepared before they begin program delivery and supporting their professional growth throughout the work term. To that end, all instructors receive training in preparation for program delivery. Training sessions are mandatory and compensated for all instructors and are hosted both in Ottawa, Ontario and online before coming to Ottawa. Training sessions are also a great way for instructors to bond with the teams they will work and live with for the upcoming work term. Some training session topics include Indigenous Cultural Competency; Creating Inclusive, Accessible, and Safer Spaces; Gender Equity; Conflict Resolution; Mental Health on the Road; and Camp Management.

Where We Go

Actua brings our highly-trained team of instructors, equipment, materials and a wealth of resources to 25-30 communities across Canada annually. We do it because we believe that ALL youth, no matter their geographic location, should have access to high-quality STEM education opportunities. Much of our delivery takes place in Nunavut, Northwest Territories, and Northern Alberta.

No two communities are the same, and not all communities have the same level of access to resources. Some of the greatest challenges these communities face also represent the greatest opportunities for STEM innovations.



Outreach Camp, Baffin Region, NU, 2023



Communities with which the Actua Outreach Team partnered in 2024.



Top: Outreach Camp, Baffin Region, 2022
Bottom: Land Camp, Ontario, 2022

Below are a few of the experiences an instructor may encounter during their work term:

- Limited or no access to the internet or cell reception;
- Limited health services. In remote communities, health centres are primarily nurse-run clinics with travelling doctors and dentists. Clinics may also be limited to emergency services only; major illnesses or accidents may require air evacuation to the closest major city;
- Limited grocery store items or other goods and services;
- Limited access to cooking facilities;
- Boil water advisories may arise;
- Air quality advisories may arise as a result of dust in communities or smoke travelling from regional wildfires;
- Access to entertainment or comforts like movie theatres, multiple types of restaurants, or various stores for shopping may be limited;
- Some communities have strict policies around drug and alcohol consumption (dry or restricted communities);
- Wildlife, insects, and working animals are much more common; and
- Inclement weather that can range from heat waves in some communities, to blizzards in others.

How We Travel

To reach all of the incredible communities we visit, we often have to take multiple modes of transportation. Travel modes may include flights (small planes and large), short and long-haul drives, boats, and ferries.



MORE ABOUT HOW WE TRAVEL:

- Instructors travel with 1-2 team members. Solo travel may occur, typically at the beginning & end of your term;
- Instructors can expect to travel at least once a week, typically on weekends;
 - It may take multiple connecting flights to get to remote communities and travel may take multiple days;
- Instructors are briefed as early as possible about travel plans, but may start their work terms without a full picture of the schedule and should be prepared to have plans suddenly change as a result of inclement weather, program changes, or transport delays; and
- Instructors should expect to travel with multiple large bins and program tech.

Where We Stay

In general, all instructors should know:

- We have a standard for accommodations to be safe and clean, but instructors should not expect a five-star hotel experience. Options are highly limited in many communities;
- You will have your own sleeping area but will **often** share a room with a podmate. Instructors may be expected to share accommodations with other guests;
- We advise staff to bring camp-style bedding (i.e. sleeping bags, compact pillows) and a personal towel, as some accommodations may not provide these items; and
- Accommodations vary and could include:
 - Homestays (with or without the homeowner present)
 - College residences
 - Hotels and motels
 - Hamlet-owned guest houses
 - Remote-workers' camps

Land Camp Instructors

- **When you are at a land camp, you can expect to sleep in a tent or cabin.;**
- Actua will provide you with a sleeping bag and cot, but you may need to share a tent or cabin with a coworker or other program staff.

Actua's Program Features

Who is Involved?

PARTICIPANTS

Actua's programs reach youth early, between ages 5-18. Participants are welcomed into programs with a focus on the skills and knowledge that they already possess and the understanding that they are the experts in their own environment.

COMMUNITY MEMBERS

Actua works closely with community members to coordinate programs and act as a main line of support. They are often principals, teachers, recreation coordinators, Hamlet employees, or education authority members. Instructors are responsible for collaborating with both pre-established contacts and making new contacts when required.

ELDERS & KNOWLEDGE KEEPERS

Elders & Knowledge Keepers share Traditional Knowledge, stories, history, and Indigenous worldviews with program participants. Strong community engagement, Elder involvement, and successful program facilitation are crucial in aligning STEM with local and cultural knowledge. Actua coordinators, community contacts and instructors all contribute to organizing Elder engagement.

MENTORSHIP AND SITE VISITS

Through direct relationships with local industry, researchers and education institutions, we facilitate exposure to local career opportunities through the engagement of mentors. Site visits include participants visiting a mentor in their workplace and seeing science happening in their community. While many mentor and site visits are pre-planned by Actua coordinators or community contacts, some of the best opportunities are set up by instructors on the ground as they meet members of the community!



Outreach Camp, Northern Alberta, 2022

ACTUA SUPPORT STAFF

Actua instructors are supported by a dedicated team of individuals at Actua and, in case of emergencies, have access to an Actua staff person 24/7. Additional supports for Actua instructors may include:

- Ongoing training resources
- Program coordinators and instructional designers
- Actua's InSTEM (Indigenous STEM) team
- External mental health services (determined annually)

SUPPORTERS

We believe breaking down barriers to STEM requires collaboration among key players within our innovation ecosystem – from government, public, and private sectors. In particular, our private sector supporters reflect the top industries driving innovation and economic growth in Canada, including agriculture, technology, manufacturing, banking, and energy. All of our supporters bring a wealth of resources, knowledge and expertise to our programs, whether it be through monetary contributions, mentorship, career exploration or skill development opportunities. In cases where our supporters directly contribute to a local program, Actua always consults the community before engaging the supporter. You can find a list of Actua's current supporters on actua.ca/supporters.

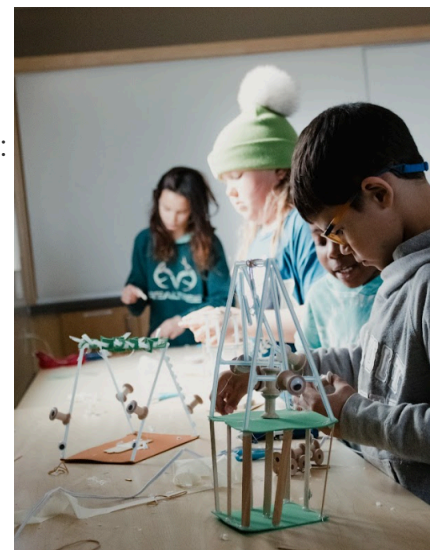


Outreach Camp, Northern Alberta, 2022

Actua's Content

Actua designs all activities delivered by our instructors. Content is designed with the following considerations in mind:

- We connect our activities to local and cultural knowledge to encourage multiple ways of knowing;
- Youth and community members are encouraged to collaborate and contribute their personal and Traditional Knowledge;



Outreach Camp, Baffin Region, NU, 2023

- Actua instructors do not provide traditional teachings or expertise, but are trained to assist knowledge holders or cultural practitioners to bring this into programming spaces;
- Hands-on learning opportunities, like active games and role play, provide participants with opportunities to practice and build upon STEM skills;
- Program activities often engage with various youth-friendly educational technologies (e.g. tablet devices, coding robots, circuit boards, etc) to build digital skills;
- Design and build challenges allow participants to strengthen their problem-solving, critical thinking, and communication skills; and
- Outdoor activities create learning opportunities that connect participants' local environments to STEM concepts.

Testimonials



Morgan
2017, 2018, 2019 Outreach Instructor

I was an Outreach instructor for three seasons and had the opportunity to deliver Outreach programming in 10 communities across Nunavut and 15 communities in the Northwest Territories. As an Indigenous student studying environmental science, I greatly value Traditional Ecological Knowledge and Traditional Knowledge of communities. The opportunity to present culturally relevant content to young Indigenous scientists provided me with the wonderful opportunity to learn about their Traditional Knowledge and the culture and history of each community.

Hometown
 Calgary, AB

Studied
*B.Sc in Environmental
 Sciences at Mount
 Royal University, AB*

*MA in Sustainability
 at the University of
 Saskatchewan*

Outreach has given me a once-in-a-lifetime opportunity to travel to some of the most beautiful and remote places in Canada, work with and learn from incredible youth, and create lifelong friendships. My time as an instructor has been a wild ride, it has been more challenging and more rewarding than I ever could have imagined. Outreach has taught me to expect the unexpected, and to be prepared for absolutely anything.

The most rewarding part of being an Outreach instructor was seeing participants' faces light up when they realize their knowledge and abilities in STEM, and the chance to learn far more than I taught.



Hometown
Ottawa, ON

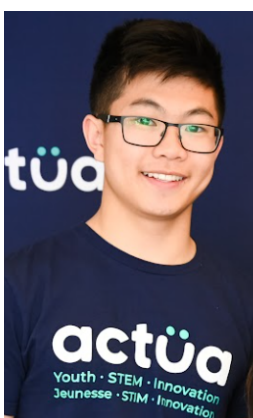
Studying
Concurrent
Education, Math &
Drama at Queen's
University, ON

Maddy
2022 & 2023 Outreach Instructor

2023 was my second summer working as an outreach instructor for Actua. I have had the amazing opportunity to teach in 13 communities across Nunavut. As a woman studying to teach in the field of STEM it was an incredibly empowering experience. This is one of those positions where you never really feel like you are working. The travel is super cool and the new experiences even better. Every second of every day you are learning something new. Whether it be from the kids or from local Elders. In 2023 I learned how to de-fur antlers while I was waiting for my flight!

This position has given me a truly once-in-a-lifetime experience. The travel, the young scientists, and the breathtaking experiences are just the start of what makes this position so amazing. One of the most important things that was taught to us in training is that STEM already exists in Inuit and Indigenous cultures and the tools we give the young scientists are to help them express that.

One of my favourite moments from last summer was when a camper was super well educated on rocks and we turned our rock activity into a rock hunt. We then looked at all the rocks under the microscope. The way the kids' faces lit up I will never forget. I will forever be a huge advocate for Indigenous STEM learning and I hope you will be too!



Hometown
Saskatoon, SK

Studying
Mechanical
Engineering at
University of Toronto

Kai
2023 Outreach Instructor

During my time at Actua, I had the pleasure of visiting four communities in Nunavut for workshops, and six communities in the Northwest Territories (plus an unscheduled extra week in Ottawa) for camps. I had the chance to build connections with like-minded peers from across Canada, and also hear and learn from countless folks with different experiences and opinions.

My workshop and camp pods were challenged through quite a few uncontrollable issues and events, including, but not limited to: a hotel fire, rescheduled or re-planned programming, delayed or cancelled flights, smoke from forest fires, and evacuation notices. Our patience, preparation, and pod dynamics were tested, but we were continually supported and guided along the way by our Actua team "down south". Overall, my experience with Actua was incredible, and I am so grateful to have had the opportunity to inspire the next generation through innovative and engaging activities and to have seen and experienced the beautiful Canadian North. Every day on the job brings a new challenge, but also a new adventure and memory to be made!



Carmen
2023 Outreach Instructor

Along with getting well acquainted with the mosquitos in Nunavut and Northwest territories, I made connections with brilliant community members, educators, and young scientists as an Actua Outreach instructor. Throughout the camp week, it was so special to see youth proudly self-identify with topics in science, technology, engineering, and math (STEM), and make connections with Indigenous science.

I will never forget my funny camp nickname “carmen dioxide”, which was given to me by a camper in Coral Harbour, Nunavut, while introducing an activity that involved carbon dioxide. This small moment encouraged laughter and reminded the campers that STEM is enjoyable and fun. I continue to remain inspired by stories told by youth and Elders, who generously shared their humor, music, and language in our camp space.

Hometown
Langley, BC

Studying
*Sustainable
Agriculture at
Kwantlen Polytechnic
University, BC*

Actua’s programming encourages youth to be brave and resilient learners who ask critical questions about the world around them. As an instructor, I felt empowered and challenged to do so as well. During training, travel, and program delivery I felt supported by Actua’s team. My best advice to future camp leaders is to lean into the adventure, believe that there is truth in your unique abilities, & rely on your team!

FAQ

1. Do I get to pick which communities I go to?

No. Many factors go into helping us decide which communities we reach and which instructors deliver in those communities. While we encourage interest from instructors in the communities we reach, we cannot accommodate specific requests. We ask all instructors to be excited about inspiring youth interested in science, engineering, technology and math, no matter which communities they visit.

2. Who will I be working with?

Before training begins, instructors are grouped into "pods" of two or three instructors who travel, live, and work together throughout the duration of their work term. Actua builds pods of instructors based on a number of factors, including STEM skill sets, facilitation experience, and conflict resolution styles. Instructors are expected to establish intentional and ongoing lines of communication with their team members while working to resolve conflicts that may arise professionally. We strive to build pods where you will feel safe and supported so that together you can offer the best possible Actua experience for youth. Although we do not accommodate specific requests for work partners, we encourage instructors to stay in touch throughout their time with Actua and request assistance troubleshooting as needed.

3. What does a workshop or camp day look like?

There is no such thing as a "typical" day of workshops or camp in the life of an Outreach instructor! Experiences can be very different for each instructor, depending on the community the program is delivered in and the participants. Instructors might deliver 3-4 classroom workshops per school day during their workshop tour and 7-8 hours of camp per day during their camp tour. Instructors are expected to prepare materials in advance of their delivery as needed. In addition to delivering the programs, instructors can expect to travel almost every weekend to get to the next community.

4. How much does it cost?

There is no cost to instructors. Actua covers the cost of all travel and accommodations (airfare, trains, rental cars etc.) and provides a per diem allowance to offset food costs. Instructors can expect to temporarily cover the costs of supplementary travel-related expenses (baggage fees, gas, or other program-related costs). You will be reimbursed for approved expenses. If this poses a barrier for you, Actua is always open to discussing strategies to accommodate your needs. Please refer to the application package for more information about compensation for the role.

5. What should I bring?

What you bring with you during your Actua work term will certainly have a big impact on your experience. Actua provides a suggested packing list filled with items recommended by former instructors. Generally, you are responsible for your own personal items and we provide all the materials and equipment needed for program delivery.

6. Do I get to go home on weekends or holidays?

No. Instructors can expect to leave immediately after training (in Ottawa, ON) for program delivery and will not be able to go home on the weekends or holidays during their work terms. These days are most often used as travel days so we can maximize program days in hard-to-reach locations. You should expect to be "on the go" for at least part of every weekend. Actua is committed to reaching as many youth as possible, therefore, we cannot accommodate non-emergency trips home (like graduation, weddings, and birthdays). Instructors must be prepared to be away from home for the full duration of their work term.

7. Do I need to be present for the entirety of the training?

Yes. Depending on your contract you may have asynchronous training to complete ahead of your work term. You will also be required to attend in-person training sessions in Ottawa, ON. Unless otherwise stated in your contract or agreed upon ahead of time, instructors **must** attend all sessions and complete all assigned training. Instructors should plan ahead for listed training dates, so they do not require time off during the specified period. Last minute requests to miss training days may not be approved or could result in contracts being rescinded.



8. What if I get sick?

Let Actua know immediately. It is not uncommon for people to get sick while living and working away from the comforts of home and travelling as often as our instructors do. If you do come down with something, please let us know right away, and we will help you find the resources you need and determine the next steps with you. Should conditions warrant it and you need to return home, arrangements will be made as necessary.

9. How can I apply?

If you're ready to apply, please visit <https://actua.ca/careers> to view the application package, requirements and methods!