



Program Facilitator: Community STEM Clubs

Term: Part-time, Contract

Hours of Work: max. 6 hrs/week

Available Positions: 12

Locations: Toronto, Mississauga, and Brampton, Ontario

Contract Start Date: September 7, 2019 **Contract End Date:** May 31, 2020

- **Mandatory Program Facilitator Training & Debrief Dates**
 - September 7, 2019 - Program Facilitator Training
 - September 14, 2019 - Program Facilitator Training
 - September 21, 2019 - Volunteer Training Term I
 - December 7, 2019 - Program Facilitator Term Debrief
 - January 11, 2020 - Volunteer Training Term II
 - May 16, 2020 - Program Facilitator Year Debrief
- **Community STEM Club Program Dates**
 - Term I: September 28, 2019 - December 7, 2019
 - Term II: January 18, 2020 - May 9, 2020

Date Posted: July 26, 2019

Deadline to Apply: August 16, 2019 at 11:00 PM EST.

Visions of Science Network for Learning (VoSNL)

[Visions of Science Network for Learning Inc. \(VoSNL\)](#) is a charitable organization that aims to advance the educational achievements and career aspirations of youth from low-income and marginalized communities through meaningful engagement in science, technology, engineering and mathematics (STEM) fields and research.

Community STEM Clubs

As the Program Facilitator, you will be responsible for the effective implementation of our [Community STEM Clubs Program](#). Alongside a team of facilitators, you will plan and execute innovative, hands-on workshops designed to be fun and engaging in order to increase interest in STEM and create an environment to foster positive social and emotional skills.

We are looking for someone who is comfortable with leading and empowering a team and who is enthusiastic about STEM learning using an inquiry-based approach. This



person should also have a passion for mentoring and empowering children and youth from marginalized/low-income communities with a proven track-record of meaningful engagement.

Major Duties and Responsibilities

Program Planning/Implementation

- Complete lesson planning and implement workshops based on a set curriculum in collaboration with a set team of volunteers (and youth facilitators if applicable)
- Present STEM concepts/workshops utilizing inquiry-based learning
- Create a welcoming and safe learning environment for children and youth that encourages active participation and strengthens their social, emotional, and academic development
- Send out updates and reminders to participants and parents about applicable guest speakers, events, or trips and any club cancellations
- Participate in monthly reviews with the program coordinator to assess goal progress and Community STEM Club efficacy

Outreach

- Participate in summer outreach programs including lobby intercepts, pop-up community workshops, and community organized events
- Participate in community information sessions to encourage parent/guardian engagement
- Assist in the implementation of general community outreach initiatives such as community canvassing in order to increase participant and volunteer recruitment and promote our programs to gain community support of the organization

Program Evaluation and Documentation

- Administer necessary forms and evaluation tools including surveys and questionnaires in order to assess program strengths and areas for continuous improvement
- Coordinate focus groups in collaboration with VoSNL staff in order to assess impact of community STEM clubs within target communities
- Completion of administrative duties, including documentation of participant information, tracking of participant and volunteer attendance, as well as submission of weekly program feedback in a timely manner

Supervision

- Participate in the volunteer recruitment information sessions, and provide insight throughout the volunteer onboarding process
- Provide support and/or supervision as needed to volunteer facilitators and youth facilitators (if applicable) as they are recruited to support local engagement in Community STEM Clubs
- Participate in and lead aspects of volunteer training



- Prepare summary and accountability reports as needed to encourage mentorship and development amongst a team of facilitators
- Provide on-site coaching to volunteer and youth facilitators to ensure the successful implementation of the program

Qualifications

- Must be in or have completed a field of study related to the S.T.E.M fields, education, social work, or child and youth care.
- A minimum of one (1) year of experience working with VoSNL **and/or** two (2) years of program implementation and leadership experience in community development projects focused on children and youth from low-income/marginalized communities
- Documented experience in lesson planning, workshop facilitation, and both formal and informal program and outcomes evaluation techniques
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Strong behavioural management, facilitation, interpersonal and conflict resolution skills
- Ability to work with diverse and multidisciplinary teams
- Proficient in MS Word, MS Excel, Google Drive
- Outstanding verbal and written communication skills

NOTE: An original Criminal Reference Check including Vulnerable Sector Screening, dated within six months is required upon hire.

Additional assets

- G2 license and access to a vehicle (not a requirement)
- Require minimum supervision and have the ability to work independently and in a team environment
- Trained in First Aid and CPR

Interested Candidates: Complete the online application linked here:

<https://tinyurl.com/y3oggxm8>

Only selected candidates will be contacted for an interview.

Community STEM Club Locations (Subject to Change)

Municipality	Region	Community Name	Address
Toronto	Downtown	Dan Leckie	150 Dan Leckie Way, Toronto, ON M5V 0E3
Toronto	Downtown	Bleecker	325 Bleecker St, Toronto, ON M4X 1M2
Toronto	Downtown	Coatsworth	33 Coatsworth Crescent, Toronto, ON M4C 5P9
Toronto	Downtown	Rivertowne	50 Matilda St, Toronto, ON M4M 1M4
Toronto	Downtown	Regent Park	180 Sackville St Toronto, ON M5A 3H1
Toronto	East York	Flemingdon Park	4 Vendome Place Unit 21A, North York, ON M3C 1E1
Toronto	Etobicoke	Claireville	Pending Details
Toronto	Etobicoke	Willowridge	44 Willowridge Rd, Etobicoke, ON M9R 3Z1
Toronto	Etobicoke	Swansea Mews	21 Windermere Ave, Toronto, ON M6S 4V4
Toronto	Etobicoke	Rexdale	70B John Garland Blvd.
Toronto	Etobicoke	Capri	7 Capri Road, Etobicoke Ontario
Toronto	North York	Pelmo	Pending Details
Toronto	North York	Driftwood	415 Driftwood Ave North York, ON M3N 2P8
Toronto	North York	Falstaff	30 Falstaff Avenue, Toronto ON M6L 2C8
Toronto	Scarborough	Chester Le	201 Chester Le Blvd, Scarborough, On M1W 2K7
Toronto	Scarborough	Victoria Park	2743 Victoria Park Ave, Scarborough, ON M1T 1A8
Toronto	Scarborough	Greenbrae	55 Greenbrae Circuit, Scarborough, ON M1H 1R2
Toronto	Scarborough	Mornelle	90 Mornelle Ct, Scarborough, ON M1E 4P9
Toronto	Scarborough	Lawrence and Galloway	4110 Lawrence Ave E Scarborough, ON M1E 2S2
Toronto	Scarborough	Cataraqui	Pending Details
Toronto	Scarborough	Gordonridge	Pending Details
Toronto	York	Woolner	190 Woolner Ave, York, ON M6N 1Y3
Toronto	York	Neptune	155 Neptune Dr, North York, ON M6A 2Y3
Peel	Brampton	Queen and Kennedy	9 Ardglen Dr, Brampton, ON L6W 1V1
Peel	Brampton	Knightsbridge	201 Clark Blvd, Brampton, ON L6T 2C9
Peel	Mississauga	Malton	3540 Morning Star Dr, Mississauga, ON L4T 1Y2
Peel	Mississauga	Springfield Gardens	3590 Colonial Dr, Mississauga, ON L5L 5S1
Peel	Mississauga	Peel Youth Village	121 Acorn Pl, Mississauga, ON L4Z
Peel	Mississauga	Erincourt	1900 N Sheridan Way, Mississauga, ON L5K 2C8