1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>992488</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Manager of Programs, Science Venture</td>
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<tr>
<td>Department:</td>
<td>Office of the Dean – Engineering</td>
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<td>Reports to:</td>
<td>Director, Science Venture</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 2-4</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 6</td>
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<tr>
<td>Last Updated</td>
<td>July 2017</td>
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2. Position Summary

UVic’s Science Venture, a member of Actua, is an award-winning, university-based educational outreach program that encourages youth participation in science, technology, engineering, and math (STEM). Science Venture delivers a variety of programs including weeklong campus, in-school/campus workshops, and afterschool/weekend clubs. Through strong community partnerships with Aboriginal communities in BC and other youth serving organizations, Science Venture reaches over 15,000 BC youth in kindergarten through grade 12 per year. Undergraduate students, including work-study and co-op, provide program delivery. Additional, support is provided by 60+ high school volunteers. Science Venture actively contributes to the strategic priorities of UVic by supporting: an engaged campus, student experience, internationalization, community engagement, and Indigenous community/student support.

The Science Venture Manager of Programs reports to the Director of Science Venture. The Manager of Programs role is multi-faceted and is responsible for overseeing program delivery and staff supervision. These areas include: program promotion, safety procedures, staff scheduling, curriculum development, and parent engagement. During the summer camps programs, the Manager of Programs supervises ~2-4 Student Coordinators (Camp, Outreach), indirectly supervises ~ 24 full-time Instructors and ~20 volunteers.

Evening and weekend work will be required. Workload is heavy in spring/summer months when workshops/camps are in operation.

3. Key Responsibilities and Expectations (identify 3 to 5 key responsibilities and expectations for each)

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<tr>
<th>Key Responsibilities</th>
<th>Expectations:</th>
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| Program Development & Delivery 40% | • Responsible for overseeing the delivery of core programs: Camps, Clubs, Workshops, & Events  
• Troubleshooting day to day program challenges such as participant behavior, parent interactions, emergency situations, and staffing  
• Building relationships with staff and faculty for mentor events, tours of labs, and equipment loaning  
• Develop innovative program themes and topics relating to STEM, UVic research, and youth directed interests  
• Support student staff in curriculum development process and documentation according to SV requirements  
• Maintain curriculum database and staff portal |
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<tr>
<th>Role</th>
<th>Responsibilities</th>
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| Scheduling & Supervision 40% | - Provide leadership and management to a team of student staff. Providing support on such issues as workload challenges, expectations, teamwork and interpersonal conflicts (during summer camps programs ~2-4 Office Coordinators (Camp, Outreach), ~ 24 full-time instructors (including co-op), and ~20 volunteers; in fall/winter ~20 part-time Instructors (including work study)  
- Ensure timesheets are submitted for student staff  
- Assist Director with instructor recruitment activities including promotion and interviewing  
- Assist with delivery of staff training and learning, including goal setting  
- Ensure student staff are scheduled according to program requirements  
- Book appropriate transportation for program delivery, ensuring most economical option is selected  
- Ensure classroom space is booked for on campus programs via Central Bookings and/or directly through Faculty for specialty space (meeting rooms, labs, etc)  
- Troubleshoot staff conflicts  
- Assist in scheduling regular meetings for the Director and Manager to meet with the Engineering Administrative Officer |
| Promotion & Communication 10% | - On-going updates to Science Venture website as they relate to program specific information  
- Promotion of programs via social media (facebook, twitter)  
- Support Director with on-going campus community engagement  
- Attend events to promote Science Venture |
| Material Management 5% | - Maintain inventory of equipment and materials used for program delivery  
- Source and purchase materials within budget set by Director  
- Ensure safety procedures are followed for hazardous materials  
- Ensure student staff are trained to use specific technology, tools and/or materials (i.e. 3D printer, Arduinos, Lego Robotics, soldering irons, drills) |
| Registration 5% | - Assist the Registration Coordinator in fielding and troubleshooting online registration inquiries  
- Answer questions about program content from teachers, parents, and other community organizations  
- Input upcoming programs in registration system |
4. **Classification Factors:**

**Problem-Solving:**

Requires skillful management and good judgment to coordinate concurrent programs and prioritize tasks in a fast paced and busy office. Requires the ability to adapt quickly to changes. Use judgement and critical thinking when managing community/parent/participant expectations. Proactive approaches required to build and maintain an effective, cooperative and positive environment for staff, volunteers, parents, and participants.

**Responsibility for Financial & Material resources:**

Science Venture is a cost-recovery program. The Manager of Programs will be provided budget set by Director of Science Venture in consultation with the Engineering Administrative Officer for specific programs. Holds a PCard for small purchases (up to $2,500).

**Responsibility for Human Resources:**

Reports to Director of Science Venture about program development and delivery, holidays, and feedback about staffing issues. During the summer camps programs, supervise ~2-4 Office Coordinators (Camp, Outreach), indirectly supervises ~22 full-time Instructors and ~20 volunteers.

**Impact of Decisions and Actions:**

The position operates with moderate independence and decision-making within University guidelines, regulations, and policies. Authorized to provide outreach offerings to community and partner requests. Independently resolves minor staffing and personnel problems.

**Independence:**

This position is responsible for the delivery of the programing which may be done by themselves or by others. At times the Manager of Programs will be tasked to create specific programming that satisfies terms outlined by grants and program supporters. All programming must be reviewed and approved by the Science Venture Director.

5. **Summary of qualifications:** *What is the minimum amount of education, training and experience required to perform the duties of the position?*

The successful candidate will have a Bachelor’s degree in a related field (science, engineering, education) with at least 1-2 years experience working with children and youth in educational camps and/or recreational settings; or have an equivalent combination of education, training, and experience.

**Skills:**

- strong ability to deal with behavior management issues, and have an outstanding ability to relate and supervise both adults and youth of diverse backgrounds.
- strong leadership, organizational, communication skills (both written and verbal), and demonstrated ability to establish and maintain relationships by working effectively with a wide range of individuals and constituencies in a diverse community.
- knowledgeable in the technology required to manage a program (website maintenance, online registration, social media).
- ability to be discrete and maintain confidentiality.
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<th>Employee’s Signature:</th>
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<tr>
<td>Manager’s/Supervisor’s Signature</td>
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