

		Job Category:	2018-2019 Program Staff
		Job Title:	<i>First Lego League Project Coordinator</i>
		Program:	<i>FIRST LEGO LEAGUE (FLL) PROGRAM</i>
Location:	Dalhousie University, Halifax	Position Type:	Part-time (6-8 hrs/wk)
Wage Rate:	\$18/hr	Travel Required:	Yes (to school site)
Will Train Applicant(s):	Yes	Posting Expires:	September 9, 2018
External Posting URL:	https://www.dal.ca/faculty/science/imhotep/Employment_Volunteer.html		
Submit Application Via:			
FAX OR EMAIL:		MAIL:	
Email: director.imhotep@dal.ca Fax: 902.494.2420		Imhotep's Legacy Academy Room G40N/M Killam Memorial Library 6225 University Ave. Dalhousie University, Halifax, NS B3H 4R2 Canada	
Job Description			
<p>POSITION PROFILE</p> <p>Imhotep's Legacy Academy is a university-community partnership that seeks to improve on the representation of African Canadians in science professions by providing opportunities for young learners of African descent to engage in activities designed to strengthen their science, technology, engineering and math (STEM) aptitude.</p> <p>Reporting to the Executive Director, the FLL Robotics Program Coordinator is responsible for the effective delivery and management of the First Lego League Robotics After-School Program at ILA school sites in Halifax. He/She will recruit and develop team coaches, organize weekly Robotics classes for students, and prepare school teams for Regional FLL Competitions. He/She will also involve teams in various Robot Building and Programming workshops, camps and public presentations.</p> <p>General Duties</p> <ul style="list-style-type: none"> ▪ Strong program coordination and organization skills ▪ Demonstrated aptitude in one or more STEM subjects: Math, Physics, Biology, Chemistry, Computer Science ▪ Demonstrated experience in mentoring/tutoring youth ▪ Ability to work with little supervision ▪ Strong oral communication skills <p>Position Requirements</p> <ul style="list-style-type: none"> • Schedules once per week Robotics classes at participating ILA school sites • Coordinates all Program reporting and record-keeping to First Lego League and ILA Office • Facilitates all aspects of team preparation for FLL competition including parent and school permissions, transportation, refreshments, team uniforms, fundraising etc. • Manages the FLL Robotics Program budget • Coordinates efforts to promote and develop ILA's Robotics Program • Organizes ILA student participation in other Robotics activities and special events (camps, workshops etc.) <p>ADDITIONAL NOTES</p> <p>A current résumé, cover letter, and transcript submitted by mail, fax, e-mail or in person. Mailed or hand-delivered applications must be received by ILA Office by 5 pm Atlantic Standard time on deadline date or by 12 midnight for electronic applications.</p> <p>Condition(s):</p> <p><i>Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent Criminal (Vulnerable Sector) Background Check and Child Abuse Register Check.</i></p> <p><i>Preference will be given to applicants with demonstrated interest and experience in issues affecting the education of learners of African descent.</i></p> <p><i>We thank all applicants for their interest, however, only those selected for an interview will be contacted.</i></p>			
Job Code/ Req#:	FLLCORHFX1819	Updated:	2018-07-12