



## WiSE Outreach Representative Application Info

Thank you for your interest in WiSE! As an outreach representative (previously volunteer), you will have the opportunity to mentor and teach children about science and engineering in an interactive way. You will design fun and educational experiments and lesson plans, while enhancing your collaborative skills and leadership abilities. By acting as a positive role model, you will be responsible for inspiring the next generation of STEM professionals – this is a great opportunity to get creative while being involved in your community.

Activities in each of our five Outreach Programs will be overseen by program Coordinators whose responsibility it is to ensure the programs run smoothly. They are your main contact and can answer any questions you may have! The Coordinators will assign science and engineering related themes, coordinate scheduling and communicate with schools/groups on your behalf.

**The time commitment for most positions is 1-3 hours a week** throughout September to April, but the **commitment for different programs varies**. Some programs require weekly volunteering (Winston Churchill), while others run once per month (Girls Club), once per semester (EngSci Day), once per year (Girl Guides Day), or on a variable schedule (High School Outreach). In addition to our core programs, we anticipate many one-time volunteer opportunities with various groups that want to involve WiSE in their events/programs. Therefore, there is a position that fits with any availability. The outreach representative application will ask you to rank your program preferences. More details including program descriptions and tentative dates can be found on our Facebook page. **It is possible to volunteer for more than one program**. If you have any questions about any programs, please email Outreach Directors Chelsey Kurylo and Amy Shelton at [wise.outreach@engsoc.queensu.ca](mailto:wise.outreach@engsoc.queensu.ca).

The outreach representative application is due at 11:59pm on September 26, 2019. Along with your completed application on EngSoc Dash, please fill out the doodle poll linked on our Facebook page to select an interview time. **The time you select will be your interview time. Please write this date/time down as the page cannot be revisited**. If you are not available for any of the times listed, please email [wise@engsoc.queensu.ca](mailto:wise@engsoc.queensu.ca) to make alternate arrangements.



# WiSE Outreach Programs: Outreach Representative Position Descriptions

## 1 WINSTON CHURCHILL PROGRAM

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### **Roles and responsibilities:**

Outreach reps will work with the lunchtime program at the Winston Churchill Elementary School in Kingston with girls in grades 4-6. Outreach reps generally attend the school in groups of 3 - 4 and are assigned to a certain day of the week, on a 2-week rotation (depending on the number of outreach reps). The outreach reps are required to create a lesson plan for each week, which must be sent to the coordinator for review (typically, by the Saturday night before they visit the girls).

For more information on this position, please feel free to contact WC Coordinator Hanna Kennedy at [wise.wcop@engsoc.queensu.ca](mailto:wise.wcop@engsoc.queensu.ca).

### **Expected time commitment (hours/week):**

~ 4-6 hours/week. This would include a monthly meeting and time to review lesson plans outside of the meeting.

### **Skills/competencies required:**

- Leadership skills
- Committed
- Enthusiasm and passion for science, engineering and teaching
- Creativity
- Experience working with children is an asset (not required)

## 2 GIRLS CLUB PROGRAM

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### **Roles and Responsibilities:**

Outreach reps will attend the new Girls Club run by the Connections Outreach group, under the Engineering Department. This initiative is brand new this year and will likely be held on campus one Tuesday night per month from 6-8:30pm, with dinner provided for volunteers and girls. Volunteers will interact with the girls in a mentorship role, helping with homework questions, playing games, or running experiments. Ages of the participants will range between elementary to high school. **This program runs one Tuesday/month from 6:00-8:30pm. If applying for this position, please ensure you are available at this time (both semesters preferred). Tentative fall semester dates: Oct 15, Nov 12, Dec 10.**

For more information on this position, please feel free to contact Coordinator Rachel Rotstein at [wise.bgclub@engsoc.queensu.ca](mailto:wise.bgclub@engsoc.queensu.ca).

### **Skills/Competencies Required:**

- Motivated and organized
- Approachability
- Enthusiasm and passion for science, engineering and teaching
- Creativity
- Experience working with children is an asset (not required)

### **Expected Time Commitment (hours/week):**

~ 2 hours/week

### 3 GIRL GUIDES/BADGE DAY

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Badge Day(s) is an opportunity for young Girl Guides in the Kingston Community to partake in a day of engaged learning about engineering and the sciences in a hands-on way. The events introduce the Girl Guides to engineering and the sciences in a unique way, as the girls earn a badge throughout the day. The Girl Guides community has shown great interest in participating in the Badge Day events. This event will run in the winter semester over the span of two days, with one day for sparks/brownies (ages 5-8) and one day for girl guides/pathfinders (ages 9-14). Outreach reps will attend a few meetings leading up to the event as well as one full day at the event running a station. **Tentative Date: March 7<sup>th</sup> & 8<sup>th</sup> 2020. If applying for this position, please ensure you are available for at least one of these days.**

For more information on this position, please feel free to contact GG Coordinators Samantha Leech and Rachel Smith at [wise.girlguides@engsoc.queensu.ca](mailto:wise.girlguides@engsoc.queensu.ca).

#### **Skills/Competencies Required:**

- Works well in teams
- Enthusiasm and passion for science, engineering and teaching
- Creativity
- Experience working with children is an asset (not required)

#### **Expected Time Commitment:**

1-2 hours/week leading up to the event

1 full day (on a weekend) at the event



## 4 ENGSCI DAY

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Engineering and Science Day is an event run twice a year, which introduces girls to science and engineering in a fun way. Girls from the Kingston community come to this full day event to be motivated and inspired as young women in STEM. Outreach reps will perform fun, and interactive science experiments (think borax bouncy balls) to get them interested in science! **Tentative Date for Fall Semester: November 16<sup>th</sup>, 2019. If applying for this position, please ensure you are available this day.**

For more information on this position please feel free to contact EngSci Day Coordinators Angela Raponi and Michelle Weller at [wise.engsci@ensgsoc.queensu.ca](mailto:wise.engsci@ensgsoc.queensu.ca).

### **Skills/Competencies Required:**

- Works well in teams
- Enthusiasm and passion for science, engineering and teaching
- Creativity
- Experience working with children is an asset (not required)

### **Expected Time Commitment:**

1-2 hours/week leading up to the event

1 full day (of a weekend) at the event



## 5 HIGH SCHOOL OUTREACH PROGRAM

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WiSE visits high schools in Kingston and surrounding areas to encourage students, especially females, to pursue the STEM fields in post-secondary education. This is done through presentations for students that are geared towards individuals unsure of STEM and to dispel common misperceptions about these fields of study. Outreach reps will be leading presentations and adding stories and advice from their own experiences in Engineering or Science.

For more information on this position, please feel free to contact HSO Coordinator Kate Pendreigh at [wise.hso@engsoc.queensu.ca](mailto:wise.hso@engsoc.queensu.ca).

### **Roles and Responsibilities:**

- Creating and modifying presentations
- Presentation to a medium-large group of High School Students
- Interacting and engaging the High School Students
- Answering questions from High School Students

### **Expected Time Commitment:**

~ 1 hour a week, with about 5-6 hrs/week in presentation-heavy weeks.