



## Actua Outreach Team 2019 Information Package

This information package is designed to provide you with critical background information on the position of Outreach Instructor. It is strongly recommended that you review this package before applying.

**The deadline to submit applications is Sunday, January 27, 2019.**

To apply please visit [actua.ca/employment](http://actua.ca/employment)



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## About Actua

Actua is Canada's leading science, technology, engineering and mathematics (STEM) youth outreach network representing 37 university and college based members. Each year 250,000 young Canadians in over 500 communities nationwide are inspired through hands-on educational workshops, camps and community outreach initiatives. Actua focuses on the engagement of underrepresented youth through specialized programs for Indigenous youth, girls and young women, at-risk youth and youth living in Northern and remote communities. For more information, please visit us online at [www.actua.ca](http://www.actua.ca) and on social media: [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#)!

## About the Outreach Team

In addition to the programming delivered through Actua's growing network of members at universities and colleges across Canada, Actua has its own Outreach Team which we manage out of our Ottawa office. Actua's Outreach Instructors are a team of dynamic, diverse, engaging leaders who are committed to a demanding role, delivering fun, hands-on science, technology, engineering, and math (STEM) programs for youth. Most are enterprising undergraduate students in STEM studies. Our "for youth by youth" model is extremely effective at helping young people build self-confidence, connect with role models like them, and engage with STEM programming in an inclusive and safe space.

Actua's Outreach team delivers programming primarily in rural, remote, and Indigenous communities that are not yet served by our network member programs. Through school workshops, week long summer camps, and community events, the Outreach Team engages 4,000 - 5,000 youth in 25-30 communities each year. We work in partnership with communities; engaging local Indigenous volunteers and/or Elders who share their Traditional Knowledge and integrate cultural experiences into our programs. In this way, we connect youth to what they already intrinsically know about STEM from within their own community and we ensure that the programming we deliver remains relevant and meaningful to the youth we engage.

## The Instructor Experience

In order to ensure that our team is up for the challenge of providing life-changing experiences in STEM to youth in a variety of communities we have developed this guide to help you better understand where we go, how we get there, and most importantly how we work together for everyone's safety.



### Mackenzie - 2018 Outreach Instructor

As an outreach instructor in 2018, I had the pleasure of travelling to 10 different communities in the Kivalliq and Kitikmeot regions of Nunavut, and one quick week in the Northwest Territories. This job was the most rewarding, challenging, and amazing experience all in one, and allowed me to develop creative problem solving skills. It helped me become a lot more comfortable with the idea that things may not always go as planned. Overall, there was nothing more rewarding than when I could tell a child's confidence increased after participating in a workshop or attending a camp. Actua's programming empowers children to reach their full potential.

One of the best pieces of advice I took from the packing list was to bring a can opener and scissors! These two items were essential to my toolkit throughout my entire journey. I would recommend keeping a journal to document your experiences as well as packing some of your favourite comfort food for when you're missing home a little extra.



### Emily - 2018 Outreach Instructor

My season on the outreach team has honestly changed my life, and there were many times where I looked around and was so amazed and grateful at what my life had become! A summer on the road as part of the outreach team is the definition of hard work, big rewards - the days can be really long and sometimes things go wrong, but if you can keep the bigger picture of what you're doing in your mind even the hardest days feel like a profound opportunity. I've now taught in 16 communities, taken 58 planes, and hold so many memories of the magical moment when you connect with a youth and see them succeed. If you're ready for a life changing summer, bring a book (or 7), a journal, a deck of cards, a bottle of your favourite salad dressing or condiment and come join the outreach team.



### Evan - 2017 Outreach Instructor

As an Actua instructor you will become a leader, and a role model. You will inspire, and will be inspired by the youth that you work with. After two workshop tours and one camp tour with Actua what surprised me the most was the tremendous sense of community and closeness. Yes, this job is physically and mentally demanding. But it is a challenge that reaps great rewards. This experience has even influenced me in my decision to teach in remote communities.

I thank Actua for the opportunity to share my passion for science, and to promote existing STEM/ career opportunities within northern Indigenous communities. Additionally, learning new skills and language from kids/community members and for an overall incredible experience.

Looking back, I suggest you reach out to community members, and get involved with community events. Playing sports with the children after school is also a great way to get some physical activity in. During camp, truly listening and sharing your own story was very valuable. Lastly, remember that nothing brings people together than a crib board!



### Koby - 2018 Outreach Instructor

As a member of the 2018 Actua Outreach team, I taught in nine different schools across three provinces and territories, and met and worked with people from across Canada.

After spending my summers at university teaching and delivering outreach for Geering Up — a STEM summer camp & network member of Actua — I was ready to take the next step so I applied for Actua's Outreach Team.

I had the opportunity to teach coding in the shadow of Arctic Fjords, build survival shelters on the shores of the French River, and watch the sun never set over the Beaufort Sea. Teaching participants from across Canada was such a privilege, but learning from them was a greater one.

You'll never have a job as challenging, as fun, as surprising or as rewarding as a summer on the outreach team.

## What We Do

### Instructor Training

Actua is committed to helping its instructors feel fully prepared before they begin program delivery, and to supporting instructors' professional growth throughout the work term. To that end, Outreach instructors receive training in preparation for delivering workshops and/or camps. Training sessions are mandatory for all instructors and are hosted in Ottawa, Ontario. Training sessions are also a great way to bond with the people you will be working and living with for the upcoming work term.

Workshop and camp training dates are in the application package. The training sessions are mandatory and you must stay in Actua provided accommodations during training.

### School Workshops

School workshops are between four to five weeks long and occur in the month of May. One week of training occurs prior to being on the workshop tour. Instructors deliver school programs with a co-instructor for grades K-12. More information about our Workshop Programming can be found below.

### Camps

Actua's science camps are delivered in the months of July & August, and require up to 10 days of training prior to going on the road. There are three instructors per 'pod' and this pod travels together for the camp tour. More information about Actua's Camps can be found below.

## Where We Go

We bring 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 science education opportunities.



*Communities that the Actua Outreach Team partnered with in 2018.*

No two communities are the same and not all communities have the same level of access to resources that we may be used to in other parts of Canada – but that doesn't stop the Outreach Team. In fact, it's these communities that we often give preference for programming opportunities. Some of the greatest challenges these communities face also represent the greatest opportunities in STEM innovations.

Below are a few of the things you may encounter while on the road:

- Limited or no access to Internet, WI-FI, or cell reception;
- Limited health services: in the more remote communities, health centres are primarily nurse-run clinics with travelling doctors and dentists that are often shared by surrounding communities. Clinics may also be limited to emergency services only; major illness or accidents may require air evacuation to the closest major city;
- Fresh produce and clean drinking water can be scarce at certain times of the year, with water and food being trucked/barged/flown in; food is generally more expensive than in urban locations and specialized diets (eg. vegetarian, vegan, gluten-free) may be harder to accommodate;
- Modern conveniences like multiple grocery stores, full service banks and ATMs, restaurants, and entertainment options may not exist;
- Some communities have strict policies around alcohol consumption (dry or restricted communities); and
- Wildlife, insects, and working animals are much more common.

## How We Travel

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

More about how we travel:

- Instructors travel in pairs, or pods of three instructors. Solo travel is generally limited to major airports during travel at the beginning and end of your work term, but may occur;
- Travel to communities occurs primarily by flight, ferries, or long drives; not all communities are connected to the rest of the province/territory by paved road;
- Instructors should expect to travel once a week, and typically on weekends;
- Instructors are briefed on travel plans before delivery, and any itinerary changes that should arise throughout the tour;
- Whenever possible, we arrange for a community contact to greet and orient teams on arrival;
- Instructors check in with an Outreach Staff member regularly during travel;
- Delays in travel are common, usually due to weather; and
- We provide on-call support 24 hours a day, 7 days a week.

## Where We Stay

We work closely with communities to find the best accommodation options a community can offer. Accommodations can vary and may include: homestays (with or without the homeowner present), college residences, motels, hamlet-owned guest houses, remote-workers' camps (used by researchers and guests in the community), and hotels. We have a standard for accommodations to be safe and clean, but do not expect a five-star hotel experience. Instructors can expect to share accommodation space.

More about where we stay:

- Whenever possible, we book accommodations with multiple beds so that instructors can stay together in the same building or room;
- Sharing accommodations with other groups is not unheard of; accommodations are often basic and limited in comparison to those in larger centres;
- We try to provide a kitchenette or full kitchen to make living conditions more favourable, however, some accommodations may only have a microwave and/or kettle available for guest use;
- Each year, instructors evaluate their accommodations at the end of their stay, and we take these reviews into consideration for future bookings; and
- We advise staff to bring camp-style bedding (sleeping bags) and a personal towel, as some accommodations may not provide these items.

## Actua's Outreach Team Programs

### School Workshops

As an Actua Outreach Instructor, you would deliver 1-2 hour STEM workshops in schools throughout May and early June. The workshops consist of exciting demonstrations, interactive experiments, and hands-on activities designed to complement school curriculum and meet prescribed learning outcomes.

Throughout the workshop tour, you can expect to be traveling to 1 to 2 communities each week, and delivering 3 to 4 classroom workshops throughout a school day. You will program for all grades, K-12.

During your workshop tour you can expect to meet and work with principals, teachers, and community members while programming for the youth.

School workshops are scheduled by Actua's Outreach Coordinator in advance of your arrival. The Outreach Coordinator has worked with the principal or teachers in preparation for your visit to ensure the most is made out of Actua's time in the community. Schedule changes can occur and will be communicated to you via the Outreach Coordinator. Flexibility and ability to work in a fast-paced environment is key to being a successful workshop instructor.

## Camps

As an Actua Outreach Instructor, you would deliver week-long STEM camps from late June 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. Camps can also involve field trips, activities with local Elders, and visits with local scientists or engineers who share snapshots of their exciting work through hands-on activities.

Each week of camp is different based on the needs of the community. For example, some camps may run from 9am-4pm in one community, while the next community will have its camp hours set to 11am-6pm. Actua strives to be adaptable to the community's requests so that we can create a camp program that suits the youth we are reaching. Actua designs all of the activities that are delivered during the camp week and you will be trained on all content during the training sessions. Here's more about who is involved in camps:

## Participants

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. Programs are designed to build upon their skills and backgrounds, to foster curiosity in new subjects, and to help youth self-identify their own learning goals. Actua's programs reach youth early, between ages 6 and 16, and often, before they make critical educational decisions.



## Community Contacts

Actua works closely with community members to coordinate all program details. Community contacts are the instructors' main line of support while delivering programs in the community. Our community contacts help keep us informed of local opportunities and connect us with community members who could contribute to the participants' experience.

## Elders

Elders share Traditional Knowledge, community history, and Indigenous worldviews with program participants, connecting these to STEM concepts with instructor support. Welcoming Elders into the camp space is one way Actua cultivates a place-based learning environment. Strong community engagement is critical to successfully delivering barrier-breaking programs and Elder involvement is crucial in aligning STEM with local and cultural knowledge.





## Mentors and Site Visits

Fire chiefs, wildlife specialists and nurses - mentors from all backgrounds join our programs and help dispel stereotypes, broaden gender roles, and help youth see people like them in STEM. Mentorship is provided by community members who work in or are pursuing an education in a STEM field. Sometimes these mentor visits happen on site so participants can see where science happens in their own community.

## Local Media

Media is an important part of how Actua connects community members with our programs and how we celebrate our community partnerships. As Actua ambassadors and the face of Actua in communities, Outreach instructors can expect to have visits from local media outlets, like radio & newspaper. Media will often want to speak with instructors as well as program participants to hear directly from the youth on their experiences in the program. To this end, instructors receive training in media and communications to ensure that they are comfortable navigating these situations and maintaining a high quality experience for all participants.

## About Actua's Outreach Team Programs

### Design & Build Challenges

Working within a group on a design and build challenge allows participants to strengthen their problem solving, critical thinking, and communication skills.

### Cultural & Local Relevance

We connect our activities to local and cultural knowledge to encourage multiple ways of knowing. Participants engage in activities that reflect their own worldview and open their eyes to the many ways that STEM is connected to their daily lives.

### Take Home Activities

Take home activities are the perfect way for participants to share what they discover and learn with their family and friends. For our camps, each camp week includes several take-home activities that help youth connect what happens at camp to their homelife.

### Individual Activities

Participants feel accomplished when they complete an activity on their own. For this reason, Actua programs always involve individual activities that give participants the opportunity to experiment, discover and apply their own creativity to a task!

## Active & Hands-On Learning

Learning by doing! Hands-on learning opportunities, like active games and role play, provide participants with opportunities to practice and build upon STEM skills in a fun and less intimidating way. Using professional STEM tools and equipment whenever possible is another way that we help youth to see themselves in future STEM careers.



## Open Houses

Come one, come all! Campers, family members, siblings, and community members have the opportunity to come together to share in the camp experience during an Open House at the end of the camp week. Open Houses celebrate camper achievement, enable campers to share their knowledge, reflect on their learning, and display some of their favourite projects.

## Camper Surveys

Knowing how confident you are in STEM makes it easy to keep going! In our camp programs, participants are given the chance to measure their confidence by participating in our Camper Surveys.

## Community Mapping

To help youth see STEM opportunities in their community, all of our camp programs include the opportunity for campers to construct a youth-directed map as a group, and note all the people, places, and possibilities we learn about and visit throughout the week. Maps are gifted to the community at the end of the camp week and are featured during Open Houses. For more information about Community Mapping you can check out this [link](#).

## On the Land

Outdoor activities are another way that we can create learning opportunities that connect participants' local environments to STEM concepts. Participants are quick to take on leadership roles while exploring the outdoors as they are the experts on their community and can share their knowledge with instructors.

## FAQ

1. How old are the participants?
2. Do I need to speak more than one language?
3. Do I get to pick which communities I go to?
4. What does a workshop or camp day look like?
5. Who will I be working with and do I get to pick my pod?
6. How much does it cost?
7. Do I need to live in Ottawa to join the team?
8. What should I bring?
9. Do I get to go home on the weekends?
10. What if I get sick?
11. How can I apply?

### 1. How old are the participants?

Participants can range in age from 5 to 18, spanning all grade levels from Kindergarten to grade 12. For school workshops, the Outreach Team aims to reach as many classes as possible in each school that we visit.

Our camper age range is generally 7-12, but occasionally the Outreach Team will engage older or younger youth during camps.

### 2. Do I need to speak more than one language?

Outreach instructors are not required to speak more than one language. Although the majority of Outreach Team programming is delivered in English, we do offer programming in communities where English is not the participants' first language. Any instructors with strong language skills (particularly in Inuktitut, Innuinaqtun, or other Indigenous languages) are definitely an asset to Actua's ability to deliver relevant, high-quality programming. Sometimes there is a demand for program delivery in French. If you speak more than one language, please indicate this in your application.

### 3. Do I get to pick which communities I go to?

There are many factors that go into the decision of 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 Outreach instructors to be excited about inspiring youth with an interest in science, engineering technology and math, no matter which communities they visit.

#### 4. 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 being delivered, 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.

#### 5. 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 specific tour (workshop tour, or camp tour). Actua builds pods of instructors based on a number of factors, including: previous Actua experience; gender; academic background; experience working with Indigenous communities and cultural competency; travel experience; previous work in the community; and team dynamics. 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. We do not accommodate specific requests for work partners, however pods do have some access to Internet while on the road, and we encourage instructors to stay in touch throughout their time with Actua.

Instructors also work very closely with Actua's national office, specifically with the Outreach Team to ensure that travel plans are booked, community relations are strong, and Outreach instructors feel safe, encouraged and supported to deliver the curriculum to the best of their ability.

Within the host communities they visit, instructors will also work with teachers, principals, community leaders, Elders, parents and STEM professionals to ensure the programs meet the needs of the local community.

#### 6. How much does it cost?

There is no cost to instructors. Actua covers the cost for all travel and accommodations (airfare, trains, rental cars etc.) and provides a per diem allowance to offset food costs for instructors. While at times you may be asked to temporarily cover the cost of a hotel, gas, or other program related costs, as long as you keep your receipt you will be reimbursed accordingly for approved expenses.

#### 7. Do I need to live in Ottawa to join the team?

Not at all! Although our main office is located in Ottawa, Actua is truly a national organization that delivers programs in every province and territory. Previous Outreach Instructors have come to us from every corner of the country, from BC, to Nunavut, to Nova Scotia. Actua covers the costs of instructors' travel to and accommodation in Ottawa for training sessions.

## 8. What should I bring?

What you bring with you on your Outreach travels will certainly have a big impact on your experience. All of our instructors are provided with a unique log-in to the Outreach Instructor Portal, an internal website that provides a great deal of information and support to instructors throughout their work term. This is where we post a suggested packing list filled with items recommended by former Outreach instructors. Generally, you are just responsible for your own personal items, as we provide all the materials & equipment needed for camp and workshop delivery.

## 9. Do I get to go home on weekends?

No. Once training ends you will be on the road and will not be able to go home on the weekends. If you are hired as a workshop and a camp instructor, there will be a break between these two work terms which will be outlined in your contract. We are committed to reaching as many youth as possible therefore we are unable to accommodate non-emergency trips home (like graduation, weddings, and birthdays) during the work term. Instructors must be prepared to be away from home for the duration of their work term.

## 10. What if I get sick?

Let us know immediately. It's not uncommon for people to get sick while living and working away from the comforts of home and travelling as often as our team does. If you do come down with something, please let us know right away and we will do what we can to help you find the nearest health centre. Should conditions worsen and you need to return home, arrangements will be made as necessary.

## 11. How can I apply?

If you're ready to apply, please visit [actua.ca/employment](http://actua.ca/employment) to download an application package and submit your application documents.

**The deadline to submit applications is Sunday, January 27th, 2019 at 11:59pm EST.**