

Shad Mount Allison 2020 – Program Assistant Posting

Must be available from **Tuesday, June 30th to Saturday, August 1st, 2020**

Program runs Sunday, July 5th to Friday, July 31st, 2020

What is SHAD Canada?

Shad Canada is a registered charity that empowers exceptional high school students – at a pivotal point in their education – to recognize their own capabilities and envision their extraordinary potential as tomorrow's leaders and change makers. Each year, Shad Canada provides the opportunity for over 1000 students from across Canada to attend a month-long summer program, in-residence at one of 19 [Canadian host universities](#), focused on STEAM (science, technology, engineering, arts & math). The participants are secondary school students (grades 10 and 11) who are exceptionally well rounded in the areas of academic performance, creativity, community contributions and leadership.

Shad is not a 9-3 classroom – it is a jam-packed 27 days in July full of activities inside and outside of a university environment. Our immersive program requires dedicated and responsible Program Assistants who can help bring program activities to life and ensure the safety, well-being and engagement of Shad participants.

About the role:

As a Program Assistant, you'll live on campus, in-residence for the duration of the program and be responsible for the education, mentorship, and safety of Shad participants. It is a multi-faceted role with a focus on facilitating a safe, inclusive and engaged community. You'll create, lead and deliver academic workshops that draw from your own interests and experiences, guide discussions, and support program operations and logistics. Being a Program Assistant is one of the most demanding but rewarding opportunities you will experience.

Here is what you'll do:

- Be fully present in program activities, which may include lectures, workshops, events, recreational activities, cultural and social field trips
- Live in residence on campus for the duration of the program. Room and board provided
- Prepare two hands-on workshops, on a topic of your interest, prior to your arrival on campus for Team Training
- Monitor and support engagement, interaction, performance behaviour of Shad participants, reporting and consulting with Program Directors regarding any concerns
- Play an advisory and mentor role for Shad project groups of 8-10 participants
- Act in accordance with Shad's risk management policies and frameworks, to ensure the safety and well-being of program participants
- Assist in the organized and timely execution of program activities and logistics
- Write a final report that highlights areas of strengths, needs and recommendations to elevate the program for future years



SHAD
CANADA

MountAllison
UNIVERSITY

You'll succeed in this role if you have:

An assertive, confident and friendly communication style – you'll work closely with Shad participants and Team Members from across the country with differing communication styles. You will be guiding participants through program activities, mediating conflicts, facilitating discussions, providing directions and instructions and be one of the first Team Members they turn to when they have an issue. You are approachable, a clear communicator and able to excite and engage Shad participants into the program.

A mindset for safety, inclusion and community – the well-being of Shad participants and Team Members is always our topmost priority during the program. You take initiative to ensure safety measures and risk-management frameworks are being implemented and have a keen eye for monitoring the physical and emotional well-being of participants and the Shad community as a whole. You are also able self-manage your own health throughout the demanding 27-day program, ensuring you are mindful of your own energy and wellness.

and you have:

- Experience working with and being responsible for youth in a variety of roles
- An ability to anticipate problems and take initiative to solve them before they happen
- Diverse and well-rounded experiences and interests that features community service, volunteer work and extracurricular activities
- Experience in collaborative team environments
- Strong sense of responsibility, maturity and ability to exercise good judgment
- Completing an undergraduate program (preferably in their 3rd or 4th year). Recent graduates with industry experience are also of interest.
- Familiarity with the programs and facilities of Mount Allison University

Please note: Successful candidates will be required to have a Police Vulnerable Sector Check completed and hold current Standard First Aid and CPR certification prior to starting Team Member Training

How do I apply?

In order to apply to be a Program Assistant with **Shad Mount Allison**, please:

1. Complete our Team Member Application found on our website (<https://www.shadmoutallison.com/shad-team>)
2. Email the following to shadmouta@gmail.com; all files should be in PDF format named as per below.
 - a. Resume – please name this as "lastname_firstname_resume.pdf"
 - b. Optional Cover letter (1-page) – please name this as "lastname_firstname_coverletter.pdf"

In your cover letter, please discuss why you would like to be a team member at Shad Mount Allison, relevant work experience, and how these experiences have prepared you to be a Program Assistant.

Program Assistant applicants are encouraged to refer to www.shadmoutallison.com or www.shad.ca for more information about the program. To be considered in the first round of applicants, please submit your application and all requested materials to shadmouta@gmail.com before **February 2nd, 2020**.