



BrainSTEM Learning Canada Corp

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| Job title | <i>Instructor Leader</i> |
| Reports to | <i>Operations & Programs Development Responsible</i> |

Job Purpose

Working with the *Operations & Programs Development responsible*, this position contributes to the performance, development and implementation of **BrainSTEM Learning Canada Corp** programs. This position is responsible to instruct (execute) the classes. He/she must assure that all the materials and requirements are set up prior starting of the lesson according with the programs and requirements of the company.

Duties and Responsibilities

The following activities may not be all inclusive, additional responsibilities may be necessary: main duties and responsibilities as the Lead Instructor includes but not limited

- Review the classes schedule and set up all the required for the lesson performance
- Verify that all the materials required for the class are available previously reporting with time any out of stock.
- Impart the classes as well management of the day-to-day operations related to the classes performance
- Know the programs and always be in compliance with the requirements and instructions mentioned on it.
- Arrive to the class location at least 15 minutes before the lesson to check that all required is there for the class (chairs, tables, electricity, projector, computers etc.)
- Coordinate the assistant activities related to the classes before, during and after the lessons
- Report all the materials and equipment taken for the class as well the return of these ones to the warehouse in the time and moment indicated.
- Communicate any issue that happens during the class performance or related with this to the operations and programs development responsible as soon as possible.
- Know and be in compliance with the requirements of the schools, learning center, or place where the class will be taught.
- Know and follow the code of conduct of the company.

Qualifications

- 18+ years old
- High school diploma
- Desirable: experience working with kids, engineering students or certificate in kids education would be considered an asset
- Time availability from the 8:30 am to 7:30pm
- Professional appearance
- First Aid certificate an asset (not required for hiring; will be required to take certification upon hiring)
- Current Criminal record check an asset (not required; will be required during interview process)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Facilitation: Ability to teach and facilitate using different modalities of learning in a dynamic environment
- Customer Service: passionate and deep knowledge on superior customer service skills
- Sales of programs and reenrollment in next program in series of programs or events
- Communication: strong verbal skills (Initiative Listening, Understanding, and Responding).
- Communicate effectively, both orally and in writing, with clients, co-workers and other professionals on regular basis
- Teamwork: Ability to work collaboratively within teams
- Instruct individually and in groups, using various kids learning methods including discussion and group activities
- Deliver lesson according to content and standards of programs
- Compile and report participant evaluation feedback to maximize client participation, satisfaction, and successes
- Proficiency with Microsoft Office Suite and Internet applications like Lego Mindstorms, Lego WeDo and Multimedia Fusion 2*
- Set up and operate audiovisual equipment like projector.
- Make sure all WCB/Work Safe safety precautions are followed. (Safe lifting, back injury prevention, safety equipment used depending on activity). Report all First Aid incidents to *Operations & Programs Development Responsible* within the minimum reasonable amount of time.
- Eligible to work on Canada

* *Desirable*

Working Conditions

- Regular evening (evening classes) and weekend work (birthday parties, special events as scheduled)
- Shift work (afterschool programs)
- Working outdoors (weather dependent, testing experiments)
- Working with challenging clients (children).

Physical Requirements

- Must be able to lift 10 kg items.
- Program materials must be moved to and from vehicle.
- Standing while teaching the class is required.

Direct Report

Instructor's assistant activities related with class performance

Signature of the occupant
Name / Date / sign

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| Approved by: | |
| Date approved: | |
| Reviewed: | <i>April 20, 2016 Sarah Baldwin</i> |