

Position Title: *SHAD Western Program Assistant*

Position Summary:

Shad Canada is a registered Canadian charity that empowers exceptional high school students – at a pivotal point in their education – to recognize their own capabilities and explore the extraordinary potential as tomorrow’s leaders and changemakers.

Founded in 1980, Shad Canada is based in Waterloo, Ontario, Canada. Annually, the charity provides an opportunity for 1000+ students across Canada and internationally to attend a month-long summer program focused on STEAM. Since its inception, Shad Canada has more than 20,000 alumni.

Shad is a STEAM and entrepreneurship program for students in grades 10 and 11. During the immersive monthlong program, students live on campus and participate in a real-world design challenge that prepares them to take on social and economic challenges. Shad’s program is transformational and lifechanging. Put simply, the program exists to empower exceptional youth to make the world a better place.

As a Program Assistant, you’ll live on campus 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.

What do we ask from you?

- Be fully present in program activities, which may include lectures, workshops, events, recreational activities, cultural and social field trips
- Live 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 wellbeing 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

- Ensure risk management frameworks and policies are being followed at all times within the program by participants

What kind of student leaders are we looking for?

- 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 to self-manage your own health throughout the demanding 27-day program, ensuring you are mindful of your own energy and wellness.
- 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

Position Requirements:

- 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 Western 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 (All required training costs will be covered by Shad Western)

Program Assistant applicants are encouraged to refer to www.shad.ca for more information about the program. To be considered in the first round of applicants, please submit your application to by Thursday, February 1, 2024 (11:59 pm).

Please note virtual interviews (using the Zoom platform) will be scheduled from Friday, February 2 to Friday, February 9, 2024. Only those selected for an interview will be contacted.

Position Specifics:

Term Length:

June 24, 2024 – July 26, 2024

Time Commitment:

- Staff Training Week (Monday, June 24 – Saturday, June 29, 2024)
- Program Duration (Sunday, June 30 – Friday, July 26, 2024)
- Live-In Position (Delaware Hall, Western University)

Number of Positions Available:

1

Application Method:

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

Western Values Diversity:

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at shona.casserly@uwo.ca or phone 519.661.1111 (89081).