



## Shad2023 – Program Assistant

Program runs Sunday, July 2 – Friday, July 28, 2023

### **What is Shad Canada?**

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.

### **What is the Shad program?**

Shad is a STEAM and entrepreneurship program for students in grades 10 and 11. During the immersive month-long 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.

### **About the role:**

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. You are being contracted to perform this 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’s what you’ll do:**

- 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 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.

### 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 to 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
- Ensure risk management frameworks and policies are being followed at all times within the program by participants
- Completed or are completing a post-secondary program. Recent graduates with industry and/or STEAM experience are also of interest.

### 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, please visit <https://forms.gle/fnyfEhwhcWHY6X2n7>  
For any inquires, please contact us at [info@shad.ca](mailto:info@shad.ca)

Shad Canada values the diverse and intersecting identities of its participants, team members and contractors. We believe that equity and diversity is an integral part of the Shad community and are committed to accessibility for all. We look for applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply.

