MEDIA MINDS
PROGRAM AND VOLUNTEER SUPERVISOR

HELP YOUTH BUILD CONFIDENCE THROUGH FILM EDUCATION.

Media Minds is an after-school program for youth in Grades 6–7 that promotes growth in self-esteem, positive social connections, skill-building and creativity through film education. SFU students host team-based workshops designed to boost interpersonal skills while helping youth integrate into and engage in their community. Held at a local high school, Media Minds helps to ease the transition for elementary school students to high school by engaging high school student volunteers, and empowering participants to speak up, share their ideas, and think creatively to overcome the barriers they face.

The skills acquired through the Media Minds program include: storyboarding, lighting, sound, filming, and using basic editing software. Students will be encouraged to engage in conversations with the high-school and university volunteers, and build relationships for opportunities beyond the program.

The following is a sample daily schedule:
2:30 p.m. – 3:00 p.m. – Program and Volunteer Supervisor and Volunteers arrive on site.
3:00 p.m. – 3:15 p.m. – Warm-up games/activities.
3:15 p.m. – 3:30 p.m. – Introduce the topic for the day (e.g. storyboarding, lighting, sound, etc.).
3:30 p.m. – 3:50 p.m. – Activity based on the topic.
3:50 p.m. – 4:30 p.m. – Group work.
4:30 p.m. – 5:00 p.m. – Final activity and wrap up.

OPPORTUNITY DESCRIPTION

The SFU Surrey – TD Community Engagement Centre is looking for an SFU student to fill the role of Program and Volunteer Supervisor for the Media Minds program. The position will require approximately 194 hours over 41 weeks.

The Program and Volunteer Supervisor will perform the following duties, with oversight from the Community Engagement Associate:
- Assists in the recruitment and pre-screening of volunteers;
- Produces a schedule of activities for each Media Minds workshop along with workshop material;
- Organizes and delivers the volunteer training sessions;
• Attends and leads the Media Minds sessions every week (sessions will either be on a Tuesday, Wednesday or Thursday after school between 2:00 p.m. – 5:00 p.m., and the program generally runs for nine weeks from October – December 2019, and from February – April, 2020; there will be a break over Christmas and Spring Break);
• Leads the program, manages the schedule of activities and ensures proper communication with volunteers;
• Creates and communicates a volunteer schedule depending on the availability of volunteers;
• Oversees and directs all volunteers (communicates session schedule, manages attendance, formulates teams);
• Oversees the program and students at the site, and ensures it runs smoothly;
• Acts as the point person for volunteers if they have questions;
• Follows up with volunteers who do not show up;
• Debriefs with the volunteers to check-in on any concerns, questions, or other feedback. Escalated issues will be reported back to the Community Engagement Associate;
• Writes a short one-page weekly report after each session;
• Plans a screening event at the school for students and parents to view the videos created (with assistance from the Community Engagement Associate);
• Attends a monthly meeting with the Community Engagement Associate;
• Will put together a report after the program ends that includes the schedules and activities for each session, other program material, as well as reflections on how the program went: successes, challenges and any suggestions for improvement.

TIMEFRAME
The Media Minds program will start in the second week of October, 2019 and end in late April, 2020. The Program and Volunteer Supervisor will start the week of September 16th, 2019, and end in early May, 2020.

We expect the following allocation of hours:
• September 16th – October 4th – 4 hours per week.
• October 7th – November 8th – 6 hours per week.
• November 11th – December 6th – 8 hours per week (leading up to the final event).
• December 9th – January 24th – OFF
• January 27th – February 7th – 4 hours per week.
• February 10th – March 13th – 6 hours per week.
• March 16th – 27th – OFF (Spring Break).
• March 30th – April 24th – 8 hours per week (leading up to the final event).
• April 27th – May 8th – 4 hours per week.

Overall, the person in this position is expected to work approximately 156 hours over 25 weeks.

TRAINING
The candidate will be provided training on the program curriculum and activities.

LOCATION
The Media Minds program will be held at Kwantlen Park Secondary School (10441 132 St, Surrey, BC).

There is no designated location for work conducted outside the hours of the program and it may take place at a time/location convenient for the incumbent.
DATES
The program will likely take place on Thursday afternoons from 3:00 p.m. – 5:00 p.m., however the day may change depending on space availability at the school.

OPPORTUNITY REQUIREMENTS
- Currently enrolled in 3rd or 4th year of an undergraduate degree, or currently enrolled in a graduate degree at SFU, with previous experience in: working with children in a recreation or school setting; volunteer coordination; program coordination; OR an equivalent combination of education, training and experience;
- An interest and ability to deliver film-education content (previous experience creating and editing short films an asset);
- Excellent oral and written communication skills;
- Excellent interpersonal and conflict management skills;
- Excellent organizational and problem-solving skills;
- Willingness and ability to work with at-risk children who may exhibit behavioral challenges;
- Ideally, has access to a vehicle;
- Clean criminal record check (this will be a condition for employment. If you are being considered as a candidate, we will provide more information on how to get this requirement completed).

APPLICATION INFORMATION
Please submit a resume, cover letter, and responses to the questions below to community-volunteer@sfu.ca by Friday, August 16th, 2019 at 11:59 p.m. Only candidates selected for an interview will be contacted.

In your application, please include responses to the following questions. Try to limit your responses to 150 words:
1. Why is it vital to engage youth in the City of Surrey?
2. Why is the role of Media Minds Program and Volunteer Supervisor a good fit for you?
3. What is your availability like from September 2019-May 2020?