**Women in Science and Engineering (WISE)**

**Volunteer Application Package**

As a volunteer with WISE, you will have the opportunity to spend 1-3 hours/week mentoring and teaching kids about science and engineering with a focus on fun and building enthusiasm. You will design cool experiments and lesson plans, while enhancing your collaborative skills and leadership abilities. As a positive role model, you will be teaching a whole new generation of women what a future in science or engineering could be like. This is a great opportunity to get creative while being involved in the community!

Activities in each of our Outreach Programs are overseen by Coordinators, who will assign science & engineering-related themes, coordinate scheduling and communicate with schools/groups on your behalf, and act as a general resource if you ever have questions about your volunteer position.

The time commitment for most positions is 1-3 hours/week, throughout January to April 2016, excluding school and statutory holidays. The available programs to volunteer with this semester are the Winston Churchill program and Boys and Girls club.

We will ask you to rank your preference of program. Program descriptions and availability times can be found on page 3. **It is possible to volunteer for both (if you want).**

**Please complete Page 2 of this package and follow the instructions below to apply.**

**ALL** applications are **due Sunday, January 31st at 5:00 PM**. Please **submit an electronic copy** to Catherine Niro, at wise.outreach@engsoc.queensu.ca with the subject line “WISE Volunteer Application”. Interviews will be scheduled on **Wednesday, February 3rd; Thursday February 4th; and Friday, February 5th (If necessary).**

If you have any questions regarding volunteer positions or the application process, please feel free to contact: Catherine Niro (VP Outreach) at wise.outreach@engsoc.queensu.ca or Lily Sundararaj (WISE President) at wise@engsoc.queensu.ca.

**WISE Volunteer Application Form**

**Name:**

**Year/Faculty/Major:**

**Email:**

**Phone number:**

**Please rank your program preference (1 or 2) and your availability for the program (more on required availability on Page 3):**

|  |  |  |
| --- | --- | --- |
| Ra**nk (#)** | **Program** | **Availability** |
|  | **Winston Churchill** |  |
|  | **Boys and Girls Club** |  |

**Please answer the following questions (1-3) on an additional page. Please keep answers brief (5 sentences per question MAX).**

1. Why do you want to be a WISE volunteer?
2. Do you have any previous experience that would help you in your role as a volunteer?
3. What are some of your interests outside of school?

**Please indicate which times in the slots provided you are available for a brief interview. Interviews will be approximately 10 minutes in length.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Wednesday** **February 3** | **Thursday** **February 4** | **Friday** **February 5** |
| **Time Slot** | **3pm-9pm** | **3pm-9pm** | **3pm-8pm** |
| **YOUR Availability** (ex. 7:30-8:15pm) |  |  |  |

**Please attach a copy of your Winter 2016 schedule at the end of this application.**

|  |
| --- |
| **Please feel free to leave any comments about the application or interview times here:** |

WISE Volunteer Position Descriptions

Boys and Girls Club Outreach Program

Volunteers will be paired up to go to the Boys and Girls Club once a week for one hour performing science and engineering related activities with 5-12 year old children. There will be bi-weekly hour-long meetings to discuss possible activities to perform with the kids for the upcoming week. Time Commitment (1-2 hours/week).

Availability: Alternating Fridays between 4:30-6pm

Location: Boys and Girls Club, 1300 Bath Rd. (transportation provided)

Winston Churchill Outreach Program

Every week dedicated 2-3 volunteers visit nearby Winston Churchill Elementary School and conduct science lessons and experiments with girls in grades 4-6. Different groups of girls volunteer on an alternating basis on Mondays, Tuesdays, and Wednesdays. Your responsibilities will alternate weekly; one week you will plan activities with your partner(s), and the following week you will go to the school. Time Commitment (1-3 hours/week).

Availability: Monday, Tuesday, and/or Wednesday, 11:30am to 1:30pm

Location: Winston Churchill Elementary School