

# Join Actua's Instructor Team 2025

## Application Package

Do you have experience working with First Nations, Inuit and Métis youth? Are you interested in science, technology, engineering, and math (STEM) education? Do you like to travel, learn from different people and places, and facilitate community engagement? Are you resilient, skilled at problem solving and able to go with the flow?

Would you like to combine these interests and skills to provide meaningful experiences for youth in rural, remote and Indigenous communities? If your answers are "yes," Actua's instructor team might be for you! Actua, a leading Canadian STEM outreach organization, is looking for instructors for the spring & summer of 2025.

**The deadline to submit applications is February 7, 2025, 11:59pm ET.**



# Position(s) Overview

## Positions Available

- **Actua Instructor - School Workshops**
  - Classroom workshops for youth in grades K - 12 (May - early June)
- **Actua Instructor - Outreach Camp**
  - Week-long STEM day camps for elementary-aged youth (end of June - mid August)
- **Actua Instructor - Land Camp**
  - STEM activities at overnight, on-the-land camps for high-school-aged youth (end of June - mid August)

## Duration

- Variable term contracts (Maximum 16 weeks)

## About

Actua's instructors are post-secondary students, recent graduates, or individuals with equivalent experiences that have a strong interest or background in STEM, education, and/or working with youth.

As the instructor team primarily engages youth from Indigenous communities, Actua strongly encourages applicants who are living in or are from Indigenous communities or those with experience and/or knowledge of Indigenous cultures to apply.

## Actua is looking for applicants who are...

- Resourceful, flexible and adaptable to a variety of work conditions.
- Able to build positive connections with youth, co-workers, and community members.
- Strong public speakers who can communicate effectively with a variety of different audiences.
- Team players who understand the importance of working together towards a common goal.
- Problem solvers who can think on their feet and come up with creative solutions.
- Enthusiastic about learning and engaging with youth.

## Key Aspects of the Actua Instructor Positions

- Delivering fun, hands-on, educational STEM programming for youth.
- Serving as a positive role model for youth and an ambassador for Actua in Indigenous, rural, and/or remote communities during the entirety of your time in a host community.
- Maintaining an inclusive and safe space for ALL youth and team members.
- Participating in and/or coordinating community engagement activities.
- Working and living in a team environment with one to two co-instructors under minimal supervision in rural and remote communities and sites during your employment with Actua.
- Daily program management and administration.
- Assisting with program promotion and participant registration in communities.
- Corresponding with Actua staff members in Ottawa regularly during your employment.
- Travel
  - Managing personal and equipment logistics related to travel, including moderate to heavy lifting of supply bins.
  - Frequent travel to Indigenous, rural, and/or remote communities, with the majority of travel being via aircraft, driving in a vehicle, or travel by boat.
  - Ability to travel frequently and be on the road for the **duration** of your employment with Actua.
  - Comfortable staying in a variety of accommodations, including small hotels, homestays, tents and cabins.
  - Comfortable staying in shared living and sleeping quarters with another instructor for the duration of the work term.
- Contributing to the program's future development by participating in evaluation, providing feedback, and sharing stories.

## Compensation

- Salary:
  - Actua Instructor - School Workshops: \$950/week
  - Actua Instructor - Outreach Camp: \$950/week
  - Actua Instructor - Land Camp: \$1050/week
- The difference in salary is reflective of the different roles and responsibilities an Outreach/School Workshop and a Land Camp instructor have during their work term.
- Actua covers or reimburses all work-related travel, expenses and accommodations, including the initial travel to training in Ottawa and your travel back home at the end of your work term.
- Actua provides per diems in addition to salary to help offset the higher food prices while instructors are in remote regions and are required to purchase their own food.

## Qualifications

### Highly desirable experience or skills include:

- Knowledge or experience of Indigenous culture(s) and/or are from an Indigenous community.
- Experience working in rural or remote communities.
- Experience working with an Actua Network Member program.
- Pursuing or background in a STEM discipline or other applicable field.
- Experience working with Indigenous youth in a camp or other informal educational setting.
- Experience travelling
- For Land Camp instructors, experience working with youth in an overnight camp setting.
- Ability to speak multiple languages, e.g. Inuktitut, Inuinnaqtun, Cree, other Indigenous languages, or French would be an asset
- A Valid 'G', Class 5, or equivalent driver's license, eligibility to rent a car, comfortable driving in various road and weather conditions, and an Actua sufficient driving record.
  - **Note:** You do not need to be a driver to apply for either position, however, Actua does have more positions available for drivers than non-drivers.

## Required qualifications/skills:

**If hired, you must provide the following documentation to Actua before your work term begins (you do not require them to apply):**

- Minimum Age
  - **Actua Instructor - School Workshops:** Be at least 18 years or older at the start of the work term
  - **Actua Instructor - Outreach Camp:** Be at least 18 years or older at the start of the work term
  - **Actua Instructor - Land Camp:** Be at least 21 years or older at the start of the work term (there is a requirement for a minimum of 3 years difference between Actua instructors and the oldest participants in the programs).
- Be currently attending or have completed post-secondary education or provide information showing equivalent educational or lived experiences.
- Be able to participate in moderate to heavy lifting of program equipment for the duration of the work term.
- Have Standard First Aid and CPR C Certification.
- Clear Criminal Record check including vulnerable sector check.
- If hired as a driver, Actua will require you to submit additional screening.

**\*\*Actua is available to assist successful candidates in obtaining the documentation and training requirements listed above.** If any of the above are a barrier to you applying (i.e. no access to First Aid courses in your location), please let us know.

## Application Process

Submit a completed application form, cover letter, and resume. In the application form, we ask you to submit three references, one of which can speak to your experience working with youth.

**Please use one of the following four methods to submit all parts of your application:**

<b>Submit online at:</b> <a href="https://actua.ca/careers">https://actua.ca/careers</a>	<b>Email to:</b> Actua Instructor Team OThiring@actua.ca Subject: Actua Instructor Application
<b>Mail to:</b> ATTN: Actua Instructor Team Actua National Office	<b>Fax to:</b> 613-234-4779 ATTN: Actua Instructor Team



111 Murray Street Ottawa, ON, K1N 5M5	Subject: Actua Instructor Application
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If you require accessibility supports or accommodation to participate in the recruitment process, please contact us to request an accommodation. We will contact you within two business days.

**We thank everyone for applying, but only those selected for an interview will be contacted.**



# Instructor Application Form

## Part 1: Personal Information

**Which Actua Instructor position are you applying for?  
Select all that apply.**

- School Workshops Instructor - must be 18 or older before the beginning of the work term. Workshops (18+)
- Outreach Camp Instructor - must be 18 or older before the beginning of the work term. Outreach (18+)
- Land Camp Instructor - must be 21 or older before the beginning of the work term. Land Camp (21+)

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**First Name**

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**Last Name**

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**Mailing Address** (City, Province/Territory, Postal Code)

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**Phone Number**

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**Email**

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**How did you hear about this position?**

**What is your previous Actua experience?:**

- None yet!
- Actua Outreach or Land Camp Instructor
- Actua Network Member (volunteer, instructor, etc.)
- Participated in a past Actua or Network Member Program

**What languages do you speak?:**

- English
- French
- Other \_\_\_\_\_

**Do you identify as an Indigenous person in Canada; that is First Nation, Inuit, or Métis?**

- Yes
- No
- I use another term to identify myself: \_\_\_\_\_

**If yes,  
Indigenous Community Affiliation:** \_\_\_\_\_



## Travel Information

Actua travels to programming locations typically by flight or by vehicle.

**Are you comfortable flying by various aircraft sizes for short and long flights (1 to 6+ hours of flying)?** NO  YES

**Are you comfortable being either the driver or passenger under various conditions (gravel, highways, rain, snow) for drives that could range from one hour to a full day?** NO  YES

Actua requires a certain number of instructors who are eligible to drive per year. We hire both driver & non-driver instructors. If you would like to be considered as a driving instructor, please complete the following questions:

**Would you like to be considered a driving instructor? Please note your employment would be conditional upon you providing a satisfactory driving abstract to Actua.** NO  YES

**Do you currently hold a valid, full driver's (class 5 or equivalent) license in your province/territory?** NO  YES

**Are you eligible to rent a vehicle in Canada? (Please note that rental companies typically require drivers to be 21 years of age or older and to have their full license).** NO  YES

## Part 2: Education & Training

**Are you currently enrolled in or have recently completed post-secondary studies or courses?** NO  YES

**If yes, please complete the following questions:**

**Institution Name** \_\_\_\_\_

**Please indicate your program of study, courses, or major:**

Indigenous Studies  STEM Field  Education

Other: \_\_\_\_\_

**If you are in a STEM Field, please choose from the following:**

Health  Biology/Life  Engineering  Computer Science   
Environmental  Physics  Chemistry  Math  General Sciences

**Please list any other diplomas, certificates, degrees OR equivalent experience**

\_\_\_\_\_





## Part 3: Commitment

- The instructor team delivers programming during the months of May - August.
- Workshop training and delivery occurs in May - June.
- Camp training and delivery occurs in June - August.
- Successful applicants may be selected for **Workshop & Camps** OR ONLY **Camps** programming.
- There is often a short gap in employment between the end of Workshop programming and Camp training. This is often between 1-2 weeks. Specific terms will be provided at the time of hire.
- Selecting **'Yes'** below declares you can work consecutively within the dates and understand that you will not have the opportunity to travel home during these dates.
- Start and end dates of your work term will be in your contract if you are successful in the application process.

**Workshop Dates - Are you available for mandatory workshop training and workshop delivery (First week of May to mid-June)?** NO  YES

**Camp Dates - Are you available for mandatory instructor training and delivery (mid-June through August)?** NO  YES

**Other Commitments - Do you have any commitments that would prevent you from delivering programming from May through August?** NO  YES

If yes, please list:

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## Part 4: References

Actua would like to connect with people that can speak to your experience.

- Please provide three professional references.
  - **At least one reference must be able to speak to your work with youth.**
- Actua accepts references from members of the community including Elders & mentors.
- If you are related to any of your references please indicate why you have listed them as a reference.



**By completing this reference section** I give Actua permission to contact the persons named as references to ascertain my suitability for work, and to verify the information provided in my application.

**Reference 1** - This reference can speak to your work with youth

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**Name**

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**\*Nature of Relationship**

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**Email**

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**Phone**

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**Organization**

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**Occupation**

**Reference 2**

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**Name**

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**\*Nature of Relationship**

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**Email**

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**Phone**

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**Organization**

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**Occupation**

**Reference 3**

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**Name**

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**\*Nature of Relationship**

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**Email**

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**Phone**



## Part 5: Cover Letter - How Would You Contribute to The Actua Experience?

Using your preferred communication style, highlight how your experience, unique skills, knowledge, and attitudes would contribute to delivering Actua's mission as part of the Instructor Team. Be yourself and show us why you're right for the job in print, art, or other media.

### **Please note the fine print:**

- Please only upload **one** file
- Your submission **MUST NOT** include any images/photos of your face
- Media files must not exceed 3 minutes in length
- Documents must fit on one 8.5 x 11 sheet of paper
- Electronic documents must be in PDF format with file name as: "FirstName\_LastName\_CoverLetter\_YEAR"

## Part 6: Resume

Please attach.

### **Please note the fine print:**

- Documents must fit on one 8.5 x 11 sheet of paper
- Electronic documents must be in PDF format with file name: "FirstName\_LastName\_Resume\_YEAR"

## Part 7: Submitting Your Application

**Step 1:** Ensure that you meet all of the eligibility criteria and read all instructions carefully

**Step 2:** Complete all parts of the application

**Step 3:** Attach your resume and cover letter

**Step 4:** Submit your complete application by email, fax, mail or online on or before the deadline.

**Please Note:** If submitting a media file, please provide a file via email or upload it with your application online. Electronic documents must be in PDF format with file name: "FirstName\_LastName\_Resume/CoverLetter/Application Package\_YEAR"

**Please use one of the following four methods to apply:**

**Email to:**

Actua Instructor Team  
[OThiring@actua.ca](mailto:OThiring@actua.ca)  
Subject: Actua Instructor Application

**Fax to:**

613-234-4779  
ATTN: Actua Instructor Team  
Subject: Actua Instructor Application

**Mail to:**

ATTN: Actua Instructor Team  
Actua National Office  
111 Murray Street  
Ottawa, ON, K1N 5M5

**Submit online at:**

<https://actua.ca/careers>

If you require accessibility supports or accommodation to participate in the recruitment process, please contact us to request an accommodation. We will contact you within two business days.

By signing this application, you certify that all information provided is true and correct and that you have followed the guidelines for your cover letter as outlined within the application form.

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**Applicant Signature**

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**Date of Application**

For more information about the Instructor team, please visit Actua's website at [actua.ca](http://actua.ca), or contact Actua's Instructor Team, at [OThiring@actua.ca](mailto:OThiring@actua.ca) or by phone (613-234-4137).

