



**OPERATION
MINERVA**

Hosted & Sponsored By:



Volunteer Opportunity

Teacher Advisory Committee, CBE Representatives

Description

Operation Minerva is a one-day mentorship event that connects Grade 8 girls with professional women working in the fields of Science, Technology, Engineering and Math (STEM). We are currently looking to connect with up to 3 CBE Jr High teachers who are passionate about promoting STEM fields to young women, to support and grow Operation Minerva's impact within the CBE.

The Operation Minerva teacher advisory committee serves to guide and support the Operation Minerva Chair with event logistics, and advise on related projects. The committee is comprised of current and retired Jr High teachers from both CBE and CSSD schools across the city.

Length of Appointment

One year, with option to recommit annually between June-August.

Responsibilities

- Meeting with Committee and Chair monthly for event coordination updates and troubleshooting
- Supporting increased CBE event registration by promoting and circulating event details within the board
- Meeting with Committee and Chair pre-event to confirm event logistics and prepare event day materials
- Potential to act as CBE event registrar, receiving registration forms and payments to be forwarded to the Chair
- Potential to act as Bus Supervisor on event day, checking students in at pickup point in the morning, verifying payment and paperwork, and dropping students off at mentor organizations
- Providing feedback and direction on Operation Minerva pilot project, in its first year of testing in 2019-2020



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Your Qualities and Skills

- Currently employed with the CBE as a Jr. High teacher-- specialty in Science or Math an asset, but not required
- Enthusiastic about positively promoting STEM to young women, and promoting Operation Minerva within the CBE
- Collaborative, reliable and skilled in communicating needs and feedback in a group

Time Commitment

- Committee meets 1 evening a month October-April, with additional preparation meeting in late April leading up to event
- Committee members are expected to spend some personal time registering their students and circulating the event to their networks
- Should be available day of Operation Minerva event (cost of substitute teachers covered by Operation Minerva)

Contact

To connect with us about getting involved, reach us by email at operation.minerva@gmail.com