



## **Education Program Coordinator**

### **For M.A.P. Program (My Action Plan to Education)**

**Monday to Thursday, 11 am-7 pm, Fridays, 9 am-5 pm & occasional weekends**

**A one-year full-time contract position with the possibility of becoming a permanent position. The Education Coordinator would be responsible for delivering an education support program for students in grades 4-8, or for high school students. The M.A.P. program offers weekly tutoring sessions, life skills workshops, and group activities that support literacy, numeracy, and social skill development.**

**The successful candidate for this position will possess the following qualifications:**

- ❖ Experience tutoring children in grades 4-8, or high school students
- ❖ Proven ability to engage and empower school age children or high school students
- ❖ University Degree or College Diploma in Education, Social Work or related field
- ❖ Supervise, motivate, and coach volunteers and placement students, part-time staff
- ❖ Liaise with parents, schools and other organizations
- ❖ Manage and maintain accurate program statistics, status reports, evaluations and files
- ❖ Program development experience; ability to consider outcomes and determine appropriate programming based on a clear understanding of child development.
- ❖ Strong working knowledge of MS Office software-Outlook, Word, Excel, etc.
- ❖ Knowledge of Ontario School curriculum
- ❖ Able to work independently with minimal supervision, confident making critical decisions
- ❖ Strong background in academic counseling, children engagement, children empowerment, children leadership and/or children skill development
- ❖ Experience working with children with exceptionalities: able to implement necessary accommodations to support all children and youth to participate
- ❖ Strong written and verbal communication skills, and a confident public speaker
- ❖ Full G Driver's License required; access to a reliable vehicle is an asset
- ❖ High Five Certification in Principles of Healthy Child Development 100 an asset
- ❖ Current First Aid & C.P.R. Level C certification required
- ❖ Vulnerable Sector Police Clearance issued by local police station required
- ❖ Proof of Vaccination for COVID-19 is required

***Please email your cover letter, resume, and references to:***

Human Resources

BGC London

E-mail: [hr@bgclondon.ca](mailto:hr@bgclondon.ca)

**INCLUDE JOB TITLE IN YOUR APPLICATION**

**No phone calls please**

**BGC London (BGCL/the "Club") is an equal opportunity organization and welcomes and encourages applications from people of all gender identities including people of visible minorities, Indigenous peoples and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**