

Position: Coordinator of Education - STEM

Hours - 35 hours/week (approx. 25 hours teaching + 10 hours planning/coordination), including evenings and weekends

Locations - **BGC** Brockville Education Centre (St. Lawrence College Brockville Campus - 2288 Parkedale Ave - Room 275), may travel to or work out of other sites as needed.

Rate of Pay: \$21.50/h

Term: March 2, 2026 -Jan 2, 2027

Job Summary

Are you passionate about helping young people explore science, technology, engineering, and math through hands-on learning? Do you enjoy teaching, building engaging STEM programs, and working with children and youth from diverse backgrounds?

BGC South East is seeking a dynamic, creative, and motivated Coordinator of Education to support the delivery of high-quality STEM and literacy programming for children and youth ages 4–18. This role is ideal for someone with a background in education, early learning, STEM, literacy development, or a related field, and who is eager to grow in leadership, program design, and teaching practice.

BGC South East operates one of the largest STEM youth hubs in Canada, located in Kingston's West End, serving more than 1,000 children and youth in its first year. We are now expanding our impact to Brockville with a new STEM & Education Centre at the SLC campus, offering innovative STEM and literacy programming for the community.

The Coordinator will play a key role in designing, planning, and facilitating daily after-school and evening programs and potentially weekend programs, as well as school break camps and special events, ensuring that every young person has access to inclusive, exciting learning experiences.

Key Responsibilities:**Program Delivery (approx. 25 hrs/week)**

- Teach and facilitate engaging, age-appropriate STEM and literacy programs for children and youth (ages 4–18), including after-school and evening programs, weekend workshops, and school break camps.
- Create inclusive, learner-centred environments within our Brockville Education Centre.
- Ensure safe, well-organized program spaces; prepare materials; manage supplies; and support staff and volunteers during program delivery.
- Mostly 4:00–8:00 p.m. program delivery during the school year, with full-day hours for school breaks and summer camps; schedule may evolve as daytime programs expand.

Program Planning & Coordination (approx. 10 hrs/week)

- Develop lesson plans and program content aligned with the Ontario Curriculum (Kindergarten through Intermediate) in STEM and literacy.
- Collaborate with the STEM & Education Managers and team to ensure curriculum alignment, learning outcomes, and program quality.
- Assist with program evaluation: collect photos, attendance, feedback, and information required for grants, funding reports, and outcome tracking.
- Support outreach, community engagement, and promotion of STEM and literacy programs in Brockville South East Ontario region.

- Contribute to special events, competitions, community workshops, and weekend programming as required.

General Responsibilities

- Work independently and as part of a team while demonstrating initiative, creativity, and leadership.
- Uphold safety standards and BGC South East policies at all times.
- Carry out additional duties as assigned.

Job Requirements:

- Experience working with children and youth in education, recreation, camps, or community programs.
- Experience teaching or facilitating STEM learning with children and youth in formal or informal settings (e.g., schools, camps, community programs, social service organizations).
- Post-secondary education in Education, Science, Engineering, or a related field is preferred.
- Strong organizational and time-management skills, comfortable balancing teaching and planning responsibilities.
- Excellent communication and interpersonal skills with a commitment to teamwork.
- Creativity, initiative, and enthusiasm for hands-on, child-centred learning.
- Current First Aid & CPR (Level C).
- Up-to-date immunizations, including TB, Tetanus/Diphtheria, and MMR.
- Valid Criminal Record Check with Vulnerable Sector Screening.
- A valid Ontario G-class driver's license is an asset.
- Commitment to ongoing professional learning and development in STEM and literacy education.

Why Join BGC South East?

This is a unique opportunity to be part of a forward-thinking organization that believes opportunity changes everything. You will contribute to one of Canada's most innovative youth education hubs and play a central role in its expansion to Brockville. We offer a supportive team environment, opportunities for leadership and innovation, and the chance to make a lasting impact in your community.

Working Conditions:

Club environments include an element of unpredictability, noise, potential for injuries or infections and travel. The demands of the job vary but include a high degree of visual and listening attention and/or concentration.

There are physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Please send your resume and cover letter to carolina@bgcsoutheast.ca