

BGC South East is HIRING!

Position: Program Instructor – STEM & Recreation (Part-Time)

Hours: 10–15 hours/week (evenings and occasional daytime hours during camps or school breaks)

Location: 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

Schedule: Primarily evening programs (4-8pm) during the school year, with opportunities for daytime hours during school breaks and summer camps.

Overview:

BGC South East is seeking enthusiastic and reliable Program Instructors to support the delivery of STEM education and recreational programming for children and youth ages 4–18 in Brockville.

This role is ideal for teachers, education students, STEM graduates, or recreation leaders looking for part-time evening work. Program Instructors support hands-on STEM learning while also assisting with general sports and recreation programs, helping ensure safe, engaging, and well-supported programs for all participants

Depending on interest and availability, BGC South East may hire one or more part-time instructors to meet program needs.

Key Responsibilities:

- Support and lead age-appropriate STEM and literacy programs, including coding, robotics, engineering challenges, and hands-on science activities.
- Assist with sports and recreational programs as scheduled, ensuring safe and inclusive participation.
- Supervise and engage children and youth in programs, encouraging learning, teamwork, and fun.
- Help with program setup, teardown, and maintaining clean, organized spaces.
- Ensure staff-to-child ratios and safety standards are maintained at all times.
- Implement behaviour management strategies in line with BGC policies.
- Complete required documentation (incident/accident reports, attendance, etc.).
- Communicate effectively with Coordinators and fellow staff to support smooth program delivery.
- Act as a positive role model for BGC South East within the community.

Job Requirements:

- Experience working with children and youth in education, recreation, camps, or community programs.
- Background or interest in STEM education, teaching, coaching, or youth leadership.
- Currently enrolled in or a graduate of post-secondary education (Education, STEM, Recreation, or related field preferred).
- Ability to work evening hours during the school year; availability during school breaks and summer is an asset.

- Strong communication, teamwork, and leadership skills.
- Current Standard First Aid & CPR (Level C).
- Up-to-date immunizations (TDP and MMR).
- Valid Criminal Record Check with Vulnerable Sector Screening.
- Valid driver's license and reliable transportation is an asset.

Job Specifications:

- Be a positive role model and enjoy working in a children's and youth environment
- Ability to work both independently and with a team with minimal supervision
- Mentoring and/or coaching abilities
- General knowledge of diversity issues (cultural, socio-economic, etc.)
- Demonstrate conflict resolution skills
- Demonstrate understanding of various aspects of child development and behaviour management techniques.

Why Join BGC South East?

BGC South East offers a supportive, inclusive work environment where staff make a meaningful impact in their community. This role provides hands-on experience in youth programming, flexible part-time hours, and opportunities to work across STEM education and recreation programs.

*BGC offers all staff a **free** employee assistance program called **Life Works**. LifeWorks is a confidential Employee Assistance Program (EAP) and innovative well-being resource offering support and guidance for you and your colleagues.*

Application Process:

Submit a resume and a cover letter indicating the position applying for to the attention of:

HR Administrator
hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements, and we will do our best to accommodate.

We thank all those who apply, however, only successful candidates will be contacted for an interview.