

Program & Education Coordinator

Hours:

25-30 hours/week, including some evenings and occasional weekends

Locations:

BGC South East program locations including the Brockville Education Centre (St. Lawrence College Campus)

Rate of Pay:

\$20-23/hour

Term:

March–June 2026, with the possibility of extension for summer camp programming.

Job Summary

Are you passionate about supporting children and youth through engaging learning experiences and high-quality recreation programs? Do you enjoy teaching, coordinating programs, and mentoring staff in a dynamic environment?

BGC South East is seeking a creative, organized, and motivated **Program & Education Coordinator** to support the planning, coordination, and delivery of programs for children and youth ages 4–18. This role combines hands-on program delivery with coordination responsibilities, supporting both educational programming and childcare environments.

The Coordinator will play a key role in designing and facilitating engaging STEM, literacy, and recreation programs while supporting staff, maintaining safe and inclusive program spaces, and ensuring programming aligns with BGC South East standards and frameworks.

Key Responsibilities

Program Delivery

- Facilitate engaging and age-appropriate programs for children and youth, including STEM, literacy, recreation, and skill-building activities.

- Create inclusive, learner-centred environments that encourage curiosity, creativity, and positive social development.
- Supervise children and youth participating in programs while ensuring safety and proper staff-to-child ratios are maintained.
- Prepare materials, manage supplies, and ensure program spaces are organized and welcoming.
- Support the delivery of after-school programs, workshops, camps, and childcare programming.

Program Planning & Coordination

- Develop lesson plans and program content aligned with the **Ontario Curriculum**, *How Does Learning Happen*, **HIGH FIVE Principles of Healthy Childhood Development**, and the **BGC Model for Success**.
- Assist in organizing weekly program schedules, supply lists, and planning timelines.
- Support program evaluation by collecting attendance records, feedback, and documentation required for reporting and grants.
- Collaborate with managers and program teams to ensure programming is consistent, safe, and engaging.

Staff Support & Leadership

- Support staff and volunteers through communication, coaching, and team meetings.
- Assist with daily staffing coordination and help ensure staff are meeting program planning and administrative deadlines.
- Provide guidance on behaviour management strategies and support the development of behaviour management plans when needed.
- Foster a positive team environment that models honesty, respect, cooperation, and leadership.

Family & Community Engagement

- Communicate positively with children, families, staff, and community partners.
- Support outreach and promotion of BGC South East programs within the community.
- Highlight program opportunities and resources available to families through the Club.

Special Events & Community Programming

- Assist with the planning and delivery of **special events, community workshops, competitions, and family engagement activities** throughout the year.
 - Support seasonal programs such as **school break camps, weekend workshops, and community celebrations**.
 - Work collaboratively with staff and partners to ensure events are well organized, safe, and engaging for participants.
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General Responsibilities

- Uphold all **BGC South East policies, procedures, and safety standards**.
 - Complete required documentation such as incident and accident reports.
 - Work independently and collaboratively while demonstrating initiative, creativity, and leadership.
 - Carry out additional duties as assigned.
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Job Requirements

- Experience working with children and youth in **education, childcare, recreation, camps, or community programs**.
- Experience facilitating programs or teaching children and youth in formal or informal settings.

- Post-secondary education in **ECE, Child & Youth Care, Social Service Worker, Education, Recreation & Leisure, Science, Engineering, or a related field** is considered an asset.
 - Strong organizational and time-management skills with the ability to balance program delivery and coordination tasks.
 - Excellent communication and interpersonal skills.
 - Enthusiasm for hands-on, child-centred learning and positive youth development.
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Required Qualifications

- Current **First Aid & CPR (Level C)**
 - Up-to-date **Criminal Record Check with Vulnerable Sector Screening**
 - Up-to-date **immunizations including Tdap and MMR**
 - **HIGH FIVE – Principles of Healthy Childhood Development** training is considered an asset
 - Valid **Ontario G-class driver's license** is an asset
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Please send your resume to: carolina@bgcsoutheast.ca

Working Conditions

Club environments include an element of unpredictability, noise, and active program spaces. The role requires a high level of attention, movement, and interaction with children and youth. Reasonable accommodations can be made to support employees with disabilities in performing the essential functions of the job.