Education Coordinator Position

The Education Coordinator is primarily responsible for the successful implementation of the curriculum at their STEM Camp location. Each Education Coordinator reports directly to the Camp Director.

The responsibilities of an Education Coordinator include but are not limited to:

- Supervising staff to ensure the STEM Camp curriculum is properly implemented
- Leading activities with children of all ages
- Developing activities to help fill programming if needed
- Performing duties as a Camp Counsellor in an emergency situation should one of the regular Camp Counsellors be unable
- Modelling appropriate behaviour and creating positive interactions in all daily routines and program delivery with campers and your peers
- Ensuring that all emergency procedures are taught and practiced by all campers and staff at your location
- Engaging parents by providing appropriate and professional feedback
- Assisting the Camp Director with training staff at your location
- Assisting the Camp Director to ensure a smooth pick-up and drop-off process at the start and end of each day
- Assisting the Camp Director in communicating with parents, either in person or by phone whenever a parent seeks assistance or information about the camp or their children
- Carrying out duties as assigned by the Camp Coordinator or any member of the management team which includes, CEO, Executive Director and Community Relations Director
- Purchasing extra camp supplies when approved by the Camp Coordinator or Management Team
- Mentoring Counsellors-In-Training (CIT) at your location
- Administrative tasks including completing incident reports, accident reports, following up on absent campers and other administrative duties as assigned
- Submitting to Head Office in cooperation with the Camp Director, daily pictures and videos of activities taking place at STEM Camp within the confines of privacy laws
- Attending the mandatory training day for all Education Coordinators
- Completing non-paid Health and Safety Training
- Adhering to the Activity Schedule and Training Manual
- Adhering to all STEM Camp policies including “Policy for the Protection of Children”

Photos and videos should feature:

- Educational purpose of the activity and how it related to possible future careers
- Lab visit or guest presentation synopsis if applicable

The successful applicant will demonstrate a dynamic and interesting personality and possess strong interpersonal and leadership skills. This position provides an opportunity to enhance leadership skills and build out the educational problem solving, creative and technology
sections of your personal resume. The Education Coordinator role is most closely aligned with the duties and responsibilities of a classroom educator; therefore, applicants wishing to enter education as a career are well suited for this role.