



Academic Program Assistant Coordinator
Monday-Thursday 3-7, Friday 9-5
20-37.5 Hours per week
Occasional Weekends

This position supports the development and delivery of the M.A.P. Program (My Action Plan to Education), supporting children (grades 4-8) or youth (grades 9-12) in their educational journey.

The Assistant Coordinator will support the program coordinator to implement all aspects of the program, including personalized tutoring, homework support, and supporting children and youth with the development of study habits and life skills.

The successful candidate(s) for this position will possess the following qualifications:

- ❖ University Degree or College Diploma in Education, Social Work, Child & Youth or related field
- ❖ Provide academic support/tutoring for children and youth in grades 4-12
- ❖ Identify trends in children and youth study habits and subject weak areas to develop intentional content delivery
- ❖ Knowledge of the Ontario education curriculum and current approaches to teaching
- ❖ Stay up to date on innovative ideas, or trends in education and incorporate changes into the curriculum
- ❖ Provide intentional one on one and group tutoring sessions
- ❖ Support children and youth with emotional or behavioral problems and help develop their social skills
- ❖ Foster a purposeful atmosphere; maintaining strong “classroom” management.
- ❖ Strong organizational skills
- ❖ Engaging with parents, guardians, and the community to foster strong partnerships
- ❖ Assist with program recruitment and promotion
- ❖ High Five Certification in Principles of Healthy Child Development 100 an asset * BGC offers free training
- ❖ Current First Aid & C.P.R. certification **required**
- ❖ Vulnerable Sector Police Clearance issued by local police station
- ❖ Full G Driver’s License required; access to a reliable vehicle is an asset
- ❖ Program is run out of the Club located at 184 Horton Street London
- ❖ Must be able to attend training and applicable meetings during the evenings
- ❖ Tentative Start date: **April 2024**

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

Human Resources
BGC London

E-mail: 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.

We welcome all resumes but only those granted an interview will be contacted.