



**Academic Program Coordinator**  
**Monday-Thursday 11-7, Friday 9-5**  
**37.5 Hours per week**  
**Occasional Weekends**

This position supports the development and delivery of the Senior M.A.P. Program (My Action Plan to Education), supporting youth in Grades 9 through 12 in their educational journey.

The Sr. M.A.P. Academic Program Coordinator will be responsible for working with staff, volunteers and co-op students to implement all aspects of the program, including personalized tutoring for homework, projects, and exam preparation assistance. Responsibilities also include supporting youth with the development of life skills, volunteer experience, accessing academic resources and supporting in the transition into post-secondary life.

**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 youth in grades 9-12
- ❖ Assist with supervision of youth attending the program as well as co-op students, volunteers and tutors
- ❖ Ability to develop and deliver activities and workshops on core concepts of high school subjects
- ❖ Identify trends in 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
- ❖ Train volunteer tutors on providing optimal one on one tutoring experiences.
- ❖ Provide intentional one on one and group tutoring sessions for subjects specific to high school courses
- ❖ Support 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: **May 2024**

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

Human Resources  
BGC London

E-mail: [hr@bgclondon.ca](mailto: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.**