

Education Program & Day Camp Coordinator

Position Summary: The **Education Program & Day Camp Coordinator** is responsible for the delivery of outstanding [education programs](#) and day camps! Reporting to the Director of Education, the Education Program & Day Camp Coordinator facilitates Ontario Curriculum connected education programs for students in kindergarten to grade six, and coordinates PA day camp and summer day camp for children ages 4-9. This is the ideal position for a knowledgeable, enthusiastic, and creative educator who values the essential role of hands-on learning in child development, particularly in an informal learning setting. Our new team member will identify with and exemplify our organizational values which are: **Listen Closely, Stay Curious, Be Awesome, Be Helpful, Dream Big, Include Everyone, and Have Fun.**

Position: Full-time (37.5 hours per week) contract beginning December 2025 and ending June 2027 (Parental Leave). Some weekend and evening work required.

Reports to: Director of Education

Key Responsibilities:

Education Programs

- Deliver engaging, Ontario Curriculum-connected education programs in the classroom and at the London Children's Museum for students in kindergarten to grade 6
- Greet classrooms upon arrival at the London Children's Museum
- Provide support within exhibits for self guided field trips
- Represent the London Children's Museum and our pedagogical values in all interactions with students and educators
- Monitor, maintain and stock program supplies
- Coordinate on-going program evaluations and participate in the development of annual education program reports
- Support education program bookings through administrative tasks such as education program bookings, communicating with educators, developing and maintaining program data and tracking sheets, and invoicing
- Liaise with classroom educators and school administration, as needed
- Work with the Director of Education to develop innovative and engaging education programs
- Be a helpful, positive, and engaged member of the London Children's Museum staff team
- Accept other duties as required

Day Camp

- Develop engaging, educational, and fun day camp programs for children aged 4–9
- Encourage and support an inclusive and respectful atmosphere for all campers
- Ensure the care, safety, and security of day campers at all times
- Communicate with camper parents and caregivers



- Supervise off-site activities
- Help support and supervise the day camp staff team
- Support the development and delivery of day camp staff training
- Set up day camp programming including the purchasing and procurement of materials
- Work with the Visitor Services team to finalize day camp registration details including the lunch program
- Provide support in day camp as needed
- Participate in relevant training and committees such as All Kids in Camp
- Review and assess day camp program through observation and surveys

Skills:

- Enthusiasm for and knowledge of the London Children's Museum [Statement of Pedagogy](#)
- Demonstrated expertise, knowledge, and interest in kindergarten, primary and junior education
- Demonstrated ability to effectively engage students from kindergarten to Grade 6 in hands-on, educational programming
- Ability to be flexible and responsive to an evolving environment, including applying appropriate group management strategies as needed.
- High attention to detail and outstanding organizational skills
- Excellent time management skills and ability to work independently
- Strong verbal, interpersonal and written communication skills
- Previous day camp experience
- Demonstrated experience in leading a team
- Experience assisting children who require additional support is an asset
- Experience with outdoor education an asset
- Experience with Google Suite an asset
- Bilingualism is an asset

Education:

Bachelor of Education in Primary/Junior or Diploma in Early Childhood Education (*preferred*)

Position Requirements:

- Valid vulnerable sector screening (police check)
- Valid drivers license, access to a reliable vehicle and willingness to travel throughout London and surrounding region (Thames Valley District School Board and London District Catholic School Board). Mileage will be reimbursed.
- Child & Infant First Aid and CPR training

Compensation: \$44,000 - \$48,000 annual salary, commiserate with experience.

To Apply: Please email your cover letter and resume with job title in the subject line to recruitment@londonchildrensmuseum.ca by 5:00 pm on Wednesday November 19, 2025.

The London Children's Museum is committed to creating inclusive employment practices and work environments that celebrate the dignity and uniqueness of every individual. Every effort is made to reduce accessibility barriers during the candidate recruitment and selection process. Accommodations are available during every step of the hiring process.