Education Program Coordinator

The London Children’s Museum is looking for an Education Program Coordinator to join our team! Working with our Education Manager, the Education Program Coordinator will contribute to the delivery of outstanding education programs both in the classroom and at the London Children’s Museum. 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.

Our education programs bring the London Children’s Museum experience to students through In-Class Programs, Virtual Programs, and in-person Field Trips at the London Children’s Museum. Designed by the Education Manager, these education programs bring the Ontario Curriculum to life using artifacts and hands-on activities.

Position: Full-time, salaried, permanent

Key Responsibilities:
• Deliver engaging, Ontario Curriculum-connected education programs
• Represent the London Children’s Museum and our pedagogical values within a classroom setting
• 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 developing and maintaining the education program database and tracking sheets, and participating in the invoicing process
• Liaise with classroom educators and school administration, as needed
• Work with the Education Manager to develop innovative and engaging education programs
• Accept other duties as required

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
• High attention to detail and outstanding organizational skills
• Excellent time management skills and ability to work independently
• Strong verbal, interpersonal, and written communication skills
• Experience with outdoor education an asset
• Experience with Google Suite an asset

Education:
• Bachelor of Education in Primary/Junior or Diploma in Early Childhood Education
Position Requirements:

- Valid vulnerable sector screening (police check)
- Valid driver’s license, access to a reliable vehicle, and willingness to travel throughout London and the surrounding region (Thames Valley District School Board and London District Catholic School Board). Mileage will be reimbursed.

The London Children’s Museum welcomes and encourages applications from all people including those with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Apply: Please submit your cover letter and resume to Education Manager, Jessie Collins at jessie@londonchildrensmuseum.ca by 4 pm on Friday August 4, 2023.