



Teacher Coordinator- CSI Summer Learning Program Job Posting

Requisition #:	25-CSI-TC1
Facility/Location:	One of the following pairs of sites: <ul style="list-style-type: none">• Champlain and Machray• David Livingstone and Niji Mahkwa or William Whyte• Norquay and Lord Selkirk• Shaughnessy Park and King Edward• Sister MacNamara and John M. King• Victoria Albert and Dufferin or Pinkham
Job Type:	Project, Term
Term Duration:	June 2, 2025 to August 8, 2025
Anticipated Shifts:	June 2 - 27: up to 12 hours total of training and onboarding (evenings) June 30 - August 8: Monday – Friday, 8:30am – 4:00pm (35 hours/week)
Wage:	\$30.39 / hr
Number of positions:	6

What is CSI Summer Learning Program?

The Community School Investigators (CSI) Summer Learning Program offers a variety of academic, recreational, and educational activities during the summer months that students would not otherwise experience in a safe and caring environment.

Every day from 9:00 am - 2:30 pm, children in grades 1-6 take part in numerous opportunities designed to strengthen their math, reading, and writing skills, along with problem solving and language acquisition. Instructors deliver academic activities in the morning and provide physical activity and cultural experiences in the afternoon. These opportunities include field trips, guest artists, sports and recreation activities. To ensure children make the most of the program, they also receive two nutritious meals each day.

To learn more about the CSI Summer Learning Program, check out this video <https://vimeo.com/95433631> or visit the BGC Winnipeg website at www.bgcwinnipeg.ca

Position Summary:

The Teacher Coordinator will oversee the operation of the CSI summer learning program at 2 locations. They are responsible for the day-to-day program management and support of all site staff and volunteers, managing challenges, participant support, parent and community relationships, and ensuring all administrative tasks are completed. They are also responsible for ensuring that the CSI program objectives and goals are met.

Responsibilities:

- Responsible for the supervision and leadership of all site staff and volunteers. Providing immediate, effective feedback and performance management.



- Provide guidance and feedback to Instructors on lesson planning and delivery. Ensure lessons meet the goals and objectives of the program and the needs of the participants.
- With the support of the Team Leader, oversee the delivery of assessments and evaluations of programs, participants, volunteers, and staff
- Supporting staff team in managing participant behaviour, applying conflict resolution, restorative practices, and debriefing skills
- Implement safety protocols and emergency response procedures when needed
- Attend field trips, engage in site activities, and participate in walking school bus
- Fill in as Classroom Instructor as needed
- Promote a positive and inclusive culture that supports participant and staff learning and development
- Develop and maintain a positive and cooperative relationship with other community organization and stakeholders that impact the program
- Responsible for the correct and timely completion and submission of all administrative tasks

Required Skills and Experience

- Manitoba Permanent Teaching Certificate
- Current certified teachers at Winnipeg School Division will be considered an asset
- Experience leading and managing staff or volunteers
- Experience working with children of diverse backgrounds, experiences, and abilities.
- Strong lesson planning skills and experience in student assessments
- Excellent problem-solving skills with the ability to stay calm and take the lead in high stress situations
- Experience in leading a team through crisis and incidents
- Strong communication, time management and organizational skills
- Capacity to build a physically and psychologically safe environment for staff and participants
- Obtain and maintain a clean Police Records Check with Vulnerable Sector Search (PVSC) and Child Abuse Registry Check obtained within the past 6 months
- Current and valid CPR and Emergency First Aid Certification and Food Safe Certificate (or willing to obtain prior to start date)
- Must have and maintain a Class 5F Manitoba Driver's License, safe driving record and have access to a reliable vehicle

How to Apply: Forward your cover letter and resume in confidence to hr@bgcwinnipeg.ca

Please clearly state posting requisition number in the subject line. Hiring is ongoing, posting closes once all positions are filled. Only those selected for interview will be contacted.

BGC Winnipeg is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We offer accommodations to applicants throughout our hiring process, upon request.