



THE SEVEN OAKS SCHOOL DIVISION
invites applications for

BEEP Site Coordinators (Multiple Positions Available)
(Balanced Experiential Educational Programming)

BEEP-COORD-24

BEEP is offering free of charge programming for early-years learners to provide exciting and authentic learning experiences in 2 two-week sessions throughout July and August. Working as part of a site-based team (Coordinators, Teachers, Facilitators and Mentors), Coordinators will build relationships with school communities, lead student recruitment and registration and support student engagement and transitions into summer programming. Coordinators will support program staff at each of our 5 program sites to ensure enriching learning opportunities in topics related to STEAM, Arts, Drama, Sport and Movement for early-years learners.

Employment Period: May 21, 2024 - August 9, 2024
6.5 hours daily in May/June and 7.5 hours daily July/August

Position Description:

- Coordinators will provide leadership in the design of summer experiences for young learners. This will include scheduling, facilitating discussion and planning for the site team, overseeing a budget, determining/purchasing supplies to support programming.
- Coordinators will design, plan and procure all necessary support to ensure a daily breakfast and snack program is available to all participants.
- Coordinators will be working alongside school teams and lead student recruitment, registration and engagement in summer programming. Coordinators will build connections with families and caregivers to ensure a successful and enriching summer experience for all learners.
- Coordinators will provide leadership for a team of teachers, facilitators, and mentors to develop creative and cognitively engaging learning experiences to support literacy and numeracy through STEAM, Arts and Drama and Sports and Creative Movement. These activities and experiences should promote critical, collaborative, and creative thinking.
- Coordinators will build relationships with other BEEP Coordinators and community partners to further enhance program offerings and potentials.
- Coordinators will ensure that Divisional policies and procedures are in place to ensure holistic health and safety for all participants and staff.

Qualifications:

- Experience leading and supporting multi-faceted teams in a dynamic environment and cultivating a culture of learning and mentorship with a team.
- Knowledge and experience in Indigenous, Newcomer, CFS, 2SLGBTQ+ and low SES communities and realities. Relevant advocacy work within the education system.
- Knowledge and experience in building and leveraging relationships with school partners to ensure learner participation and engagement.
- Experience designing and leading high quality and engaging learning programming for young people, including a background and interest in topics related to experiential education, project-based learning, and inquiry-based learning.
- Teachers graduating in 2024 and those who hold a valid Manitoba Teachers Permanent Certificate are welcome to apply.

To Apply:

Applications are accepted online. Click [HERE](#) to apply.

Application deadline is Monday, April 22, 2024, at 4:00pm.

With your submission of a covering letter and CV, please provide a brief proposal for:

- *how you would focus on the topics of STEAM, Creative Arts & Drama and Sports & Movement*
- *how these areas would contribute to a robust plan for summer learning experiences*

Key items to include: themes, goals & objectives, specific experiences, and how programming ensures success and inclusion for all learners.

Enquires to Meghan Cook meghan.cook@7oaks.org

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted.

Employment is conditional upon successful clearance through [Child Abuse Registry](#) and [Criminal Records \(Vulnerable Sector\) Checks](#), as well as completion of the [Respect in School](#) (online) Program. Responsibility for acquiring these lies with the employee.

Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process.

Please contact Meghan Cook at Meghan.cook@7oaks.org to arrange reasonable accommodations.