

		<b>Job Category:</b>	Program Staff ( <i>English or French</i> )
		<b>Job Title:</b>	<i>After-School Program Coordinator</i>
		<b>Program:</b>	<i>AFTER-SCHOOL PROGRAM</i>
<b>Location:</b>	Halifax, Dartmouth, Wolfville, Truro, Antigonish, Sydney	<b>Position Type:</b>	Part-time (8-10 hrs/wk)
		<b>Language Req'mt:</b>	English <b>or</b> Bilingual: English/French
<b>Wage Rate:</b>	\$20/hr, plus 4% vacation pay	<b>Travel Required:</b>	On site (campus, school, or community) or virtually
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open until filled

**Submit application online via the ILA website:** [https://www.dal.ca/faculty/science/imhotep/Employment\\_Volunteer.html](https://www.dal.ca/faculty/science/imhotep/Employment_Volunteer.html)

## Job Description

### POSITION PROFILE

Imhotep's Legacy Academy is a university-community partnership that seeks to improve on the representation of African Canadians in science professions by providing opportunities for young learners of African descent to engage in activities designed to strengthen their science, technology, engineering and math (STEM) aptitude.

The After-School Program Coordinator is responsible for planning, coordinating and implementing ILA's After-School Program at a local site in Halifax, Dartmouth, Wolfville, Truro, Antigonish, or Sydney). She/He supervises Program Mentors/Tutors in the delivery of once-per-week classes and tutorials at selected sites (in-person or virtually). She/He liaises with the school administrators, participants' parents/guardians, and other stakeholders to facilitate the successful delivery of program objectives.

### General Duties

- Provides supervision and guidance to the Program Mentors/Tutors, developing a strong teaching team to achieve the program goals
- Ensures Program Mentors/Tutors are provided with all resource and intellectual support needed to carry out their roles
- Builds and maintains a positive learning environment for student participants at ILA school sites
- Integrates the role of the Junior Program Officer with Program staff, Program participants and Program activities.
- Ensures efficient recording-keeping of participant data and completes all required Program site work activity reports and evaluations.
- Networks with all stakeholders to strengthen and enhance Program objectives.
- Creates mechanisms to ensure both STEM education and ILA's organization vision are reinforced in all Program activities.

### Position Requirements

- Demonstrated aptitude in one or more STEM subjects: Math, Physics, Biology, Chemistry, Engineering.
- Ability to plan, manage and execute a 'hands-on' afterschool educational program.
- Past experience in mentoring/tutoring youth.
- Strong oral and written communication skills. Ability to speak French an asset for bilingual positions.
- Able to work with colleagues to create a results-driven, program team
- Innovative thinker, Able to work with strict deadlines; Results driven; Able to work with little supervision.
- Must review and provide feedback to the Mentor(s) regarding their activity presentation
- Must be available for weekly activity sessions with students (gr. 4 - 9) at specific elementary or junior schools in the local area

### ADDITIONAL NOTES

Submit **information online** by 11:59pm on the **deadline day provided on the website.**

**Email a current transcript** (copy may be unofficial) to [proga.imhotep@dal.ca](mailto:proga.imhotep@dal.ca)

### Condition(s):

*Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent Criminal (Vulnerable Sector) Background Check and Child Abuse Register Check.*

**Preference will be given to applicants with demonstrated experience and interest in issues affecting the education of learners of African heritage.**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

<b>Job Code/ Req#:</b>	ASPCOROPEN	<b>Updated:</b>	2025-08-14
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