



Mission: Bring STEAM to life through hands-on science learning experiences. Discovery Centre's mandate is advanced through the presentation of high-quality STEAM educational experiences.

STEM Camp Coordinator (Temporary Seasonal)

Department:	Science Education
Supervisor:	Manager of Science Education
Position Category:	Full time, temporary seasonal contract
Wage:	\$19.00 per hour
Hours of Work:	37.5 hours per week; 17 weeks
Start Date:	May 4, 2026
Application Deadline:	February 17, 2025

Applicants **must be current students** returning to post-secondary studies in Fall 2025 and must meet any additional candidate eligibility criteria of the grant program(s) funding this role. Applicants may be required to complete a pre-screening survey to determine if they meet the eligibility criteria.

Position Summary:

For over 35 years, the Discovery Centre has developed a reputation for being Nova Scotia's leader in the delivery of exciting hands-on, minds-on science programming for youth.

Discovery Centre is committed to leveraging our facility, people, and programming to create inclusive spaces that ignite a passion for science and discovery. We are also committed to advancing diversity, inclusion, equity, and accessibility practices within our workplace, public engagement spaces, and programming. Our Centre's Board of Directors, management, and staff believe diverse participation and representation are essential and that our networks thrive when we create an inclusive and equitable culture where all people can see themselves reflected, feel respected, and have their contributions valued.

The STEM Camp Coordinator works closely with the Manager, Science Education and seasonal camp staff to support the overall goals and logistics of the summer camp program, ensuring smooth delivery of staff training, STEAM-focussed child and youth programming, and maintenance of a professional, welcoming, and

inclusive space for communication with camp participants, their parents/guardians and our camp programming partners.

The position provides experience working in a team setting, training staff, managing a budget, coordinating and delivering educational and recreational programs, building relationships with local community organizations, developing communication and leadership skills, and mentoring camp leaders, camp counsellors, volunteers and youth.

The STEM Camp Coordinator will benefit from the opportunity of working in a challenging and dynamic science themed program setting, providing significant opportunity to improve upon their leadership skills, communication skills, organizational skills, budgeting skills, knowledge of science, knowledge of educational practices, and ability to work with youth.

Description of Tasks:

The STEM Camp Coordinator works in the Science Education department and reports to the Manager of Science Education. The primary tasks of the position are:

Pre-Camp Planning (May – June):

- Collaborates with the Manager of Science Education to revise and organize camp training materials and supports in the delivery of staff training.
- Checks in regularly with Camp Leaders to ensure activity development is on track and special guest speakers/field trip venue reach out is timely.
- Collaborates with the Inclusion facilitator to ensure activities are designed and reviewed with an inclusive and accessible lens.
- Reviews camp activity schedules and provides suggestions to improve flow and engagement.
- Reviews Camp Leaders' proposed cost breakdown and suggests cost-effective alternatives as needed to stay within the program budget.
- Organizes and schedule supply runs with Camp Leaders to ensure timely procurement for activity testing and efficient use of company vehicle and personnel time.
- Coordinates with the Marketing and Communications team to schedule photo/video opportunities with the camps.

Camp Program Coordination (July – August):

- Serves as the primary phone contact for camper parents/guardians and guest presenters.

- Ensures staff adherence to daily setup and cleanup routines, including additional cleaning for event changes.
- Supports program delivery and fills in for absent staff as needed.
- Monitors and maintain the organization of camp classrooms, labs, and storage areas, prioritizing safety and efficient workflow.
- Observes and provides feedback to camp staff on activity facilitation.
- Manages behavioral concerns and additional needs by liaising with parents/guardians.
- Conducts weekly check-ins with offsite camps (in-person or virtual depending on location).
- Manages late/early pickups through clear and professional phone communication with parents/guardians
- Tracks late pickup trends for billing purposes and reports these to Manager, Customer Relations
- Assists the Manager of Science Education with other tasks, as needed, to ensure smooth camp operations.

Qualifications:

Education: Post-secondary studies in education, recreation, or a related discipline

Experience:

- Previous experience working in a leadership capacity is considered an asset, but not required
- Knowledge and understanding of STEM related topics
- Inspirational leadership skills with the ability to perform with minimal supervision
- Customer service-oriented mindset
- The ability to anticipate problems and opportunities, and develop effective solutions
- Teamwork and collaboration skills, with the ability to take initiative
- Strong planning and organizational skills with the ability to adapt to change
- Ability to work in a cross-functional team
- Excellent communication and interpersonal skills
- Proven time management skills in a fast-paced environment

Language Requirements: Fluency in English is required; fluency in French or additional languages considered at asset

Competencies:

- Exceptional communication skills
- Strong leadership skills
- Able to work independently and take initiative
- Able to work collaboratively as part of a team
- Highly organized
- High level of flexibility/adaptability to meet changing program needs
- Exceptional time management and reliability

Other Qualifications:

- Proficient in MS Office applications
- Must pass a criminal record check and the NS Child abuse registry check
- Standard/Intermediate First Aid Certification (or willingness to be trained)
- WHMIS an asset
- Must possess a valid driver's license with a clean drivers abstract and have at least one year of fully licensed driving experience; the ability to travel is necessary for camps involving community outreach (Company vehicle, accommodations, and meal per diems will be covered by Discovery Centre)

Workplan:

- Week 1:** Training and orientation, including occupational health and safety, building and operations, and Discovery Centre as a whole; review of position objectives
- Week 2:** Job-Specific Training; Review of existing Camp Staff training documents with Manager, Science Education and brainstorm new training content and ways to better organize and share current and new training modules with staff
- Week 3 – 9** *See Pre-Camp planning tasks*
- Weeks 10-16** *See Camp Program Coordination tasks*
- Week 17:** Compiling final summer camp report and debriefing with supervisor; performance evaluation

Measurable Outcomes:

The STEM Camp Coordinator will:

Ensure successful delivery of internal and external camp programming – the success of this outcome is measured using parent/guardian testimonials, camper and staff feedback, and an average rating of good or excellent on camper satisfaction surveys.

Ensure on budget delivery of camp programs with adequate materials to foster hands-on camper engagement during and beyond our camps as evidenced by pre-camp spending projections and actual spending that are aligned and remain on target and campers leaving with take home crafts and experiments, they are excited to share with guardians.

Demonstrate effective and collaborative supervision and support of the summer camp staff team as evidenced by positive staff testimonials and feedback surveys and a good working rapport with the team.

The student will understand and take ownership of outcomes through a combination of training, self-directed study, and ongoing support from their manager and team. Through regular communication with their manager, incremental objectives will be set to ensure progress. One mid-term performance evaluation will be conducted, and the successful completion of outcomes will be addressed in this meeting and in a final performance evaluation. At the end of the 17 weeks, the Manager of Science Education will provide the student with an overall assessment of their performance.

Employability Skills:

After their employment at the Discovery Centre, the STEM Camp Coordinator is expected to have acquired, or improved upon, the following skills:

- Manage information – organize, research and gather information for a major project
- Problem Solve – Identify, assess, evaluate, make decisions/recommendations, apply solutions and check success.
- Communication – Read and understand information, listen and ask questions, share information, write and speak to help others understand, clarify concepts. Teaching, working with a team to ensure shared information is consistent and clear. Customer/Client Service.
- Use digital skills – create and share information/program content safely and securely.

- Active Listening – take time to listen attentively to others, ask questions to clarify what is being said/restate the conversation to ensure that they understand what the clients and camp counsellors are communicating. Be positive when communicating with others.
- Resilience – understand setbacks when activities do not go the way that they are expected, be positive in difficult situations.
- Working Together – ensuring the team is clear on purpose, respect the opinions and contributions of camp leaders and camp counsellors, respect people’s diversity and perspectives, accept feedback, share information and skills, lead and support team members, manage and settle conflict between team members, celebrate success of program.
- Leadership – manage a major project, manage a budget, supervise and provide guidance to camp leaders and camp counsellors, reporting and evaluating project, being positive with camp parents and youth.
- Be Adaptable – open to new ideas and challenges, make decisions quickly when needed (revise activities or field trips as necessary)
- Be Responsible - childcare, manage risk, set goals and priorities of project, manage time, resources and risk to ensure meets goals, accountable for actions.
- Work Safely – practice health and safety procedures, keeping OHS top of mind at all times.
- Learn Constantly – willing to learn and grow in position as leader, identifies areas of strengths and areas that need to be improved upon, proactive approach to learning.
- Positive Attitude and Behaviour – approaches problems and situations in positive way, honest and recognizes efforts of others and oneself in positive way. Confident.

This position is an excellent opportunity for any individual that is continuing in science or education, particularly in the digital sector, or who is interested in a career in major event administration, public service, or any career where working with clients or youth is required.

Orientation and Training:

The STEM Camp Coordinator’s orientation will include a briefing on the Discovery Centre and the Science Education department. Training in interpretive education techniques will be provided. In addition, a briefing on the camps, including how they are run, the budget, and best practices, will be provided.

Occupational health and safety is a key organizational priority for the Discovery Centre, so the individual will receive thorough training on the Centre's occupational health and safety policies and procedures, emergency protocols, building safety, first aid training (if applicable), and any safety training that is specific to their role.

The individual will be given all applicable Discovery Centre policies, including the respectful workplace policy and code of conduct. Discovery Centre's Respectful Workplace Policy is reviewed regularly with its employees. Training includes online courses from CCOHS (including the Being a Mindful Employee: An Orientation to Psychological Health and Safety in the Workplace and Reducing Mental Health Stigma at Work programs).

The STEM Camp Coordinator will be required to participate in general staff meetings and department meetings. They will be encouraged to be as familiar with our Centre and its modes of operation as possible.

Supervision and Mentorship:

The student will meet with their manager on a weekly basis. One mid-term performance evaluation will be conducted, and the successful completion of measurable outcomes will be addressed in this meeting and in a final performance evaluation. At the end of the 17 weeks, the Director of Science Education will provide the student with an overall assessment of their performance. The student's supervisor is Jillian Phillips who has over 7 years of experience in a manager role.

Name: Jillian Phillips
Title: Manager of Science Education
Phone: 902-817-0496
Email: jphillips@thediscoverycentre.ca
Mailing address: 1215 Lower Water Street, Halifax NS, B3J 3S8

Mentorship will be provided by the manager of science education. During orientation and development of camp program the manager of science education will have daily interaction with the leader, providing guidance and support leading up to the launch of the camps. Upon commencement of the camps the manager of science education will check in with the leader weekly to support and provide guidance to them in managing both the camps and the camp counsellors.

Application:

Applications are to be emailed to recruitment@thediscoverycentre.ca. Applicants are to submit their resume, cover letter, and references. Please note the position that you are applying for in the subject line of your email application. All applications will be reviewed but only those chosen for an interview will be contacted. All applicants are thanked in advance for their interest. **Please note: this position is dependent upon receipt of funding.**

Discovery Centre promotes equal employment opportunities for all job applicants, and we encourage applications from candidates who self-identify as a member of an underrepresented group, including Indigenous people (especially Mi'kmaq), people of Black/African descent (especially African Nova Scotians), members of other racialized groups, women, people with disabilities, and members of the 2SLGBTQ+ community. The hiring process includes reviewing resumes that have been submitted, identifying which resumes fit the qualifications for the position and interviewing each candidate that has been selected from the interview process. Two (2) people conduct interviews with scoring sheets as the method of tracking responses. The potential successful candidates' references are the final step in the process. The successful candidate is selected and contacted with the position offer.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please contact recruitment@thediscoverycentre.ca to request specialized accommodation. All information received in relation to accommodation will be kept confidential.