

Workshop Coordinator

Full-Time, 8-week, Canada Summer Job Contract Position

Locations: Toronto, North York, ON

About Toronto Region Educational Services:

Toronto Region Educational Services (TRES) is a community-driven, non-profit educational organization serving diverse learners across the Greater Toronto Area. TRES provides accessible, inclusive, and culturally responsive programs in STEAM, digital literacy, career development, leadership, and community education. Our mission is to empower children, youth, and families through high-quality learning experiences that foster creativity, confidence, and personal growth. TRES is committed to equity, innovation, and community engagement, ensuring that all learners have opportunities to thrive in a rapidly evolving world.

Job Description:

Join our energetic and passionate team of youth-focused educators and help deliver meaningful workshop experiences for children, youth, and newcomer families. At Toronto Region Educational Services (TRES), our culture is built on collaboration, inclusion, and a commitment to accessible education. Our programs support diverse communities across Toronto, offering opportunities for learners to explore STEAM, digital skills, leadership, public speaking, and personal development.

As a Workshop Coordinator, you will support the planning, facilitation, and evaluation of workshops designed for youth and community participants. You will lead interactive sessions, assist with curriculum development, and help create welcoming learning environments that encourage creativity, skill-building, and engagement. Your role ensures that workshops are dynamic, inclusive, and aligned with TRES's mission to provide accessible, community-driven education.

A key part of your role involves workshop facilitation and activity delivery. You will guide participants through structured lessons, hands-on activities, and skill-building exercises, adapting content to different age groups and learning needs. You will help maintain positive group dynamics, encourage participation, and support learners as they develop confidence and new competencies.

You will also assist with workshop preparation and coordination, including organizing materials, setting up learning spaces, and ensuring resources are ready for use. You will collaborate with instructors, volunteers, and program leaders to support smooth workshop operations and consistent delivery across locations.

Maintaining safety, accessibility, and inclusivity is essential. You will follow organizational guidelines, support diverse learning needs, and help ensure that all participants feel welcomed and supported. Administrative tasks such as attendance tracking, documentation, and feedback collection will contribute to ongoing improvement of TRES's workshop programming.

Communication and community engagement are central to your responsibilities. You will share updates with families, assist with outreach efforts, and help promote upcoming workshops and events. Your ability to connect with participants and community members will strengthen TRES's presence and impact.

This position offers meaningful opportunities for leadership, teamwork, communication, and hands-on facilitation experience. Through your initiative and dedication to community education, you will help create positive learning experiences and support TRES's mission of empowering diverse learners across the Toronto Region.

Requirements and Skills Qualifications:

- Enthusiasm, creativity, and a genuine passion for youth development
- Ability to work weekends and summer program schedules
- Must be 15–30 years old, a Canadian citizen/permanent resident/refugee status, with a valid SIN
- Valid Standard First Aid with CPR-C certification (not reimbursed)
- Clear Vulnerable Sector Check prior to start date (not reimbursed)

Assets (nice-to-have):

- Experience facilitating workshops in STEAM, digital literacy, arts, leadership, or public speaking
- Background in youth mentorship, coaching, or community programming
- Experience working with newcomer families or multicultural communities
- Knowledge of inclusive practices supporting diversity and accessibility
- Fluency in multiple languages
- Access to a vehicle and a valid Ontario G2/G driver's license

Position and Application Details:

Sector: Workshop Planning, Education & Community

Duration: July 5, 2027 – August 27, 2027 | 8 weeks | 35 hours/week | Total 280 hours

Work Format: Fully in-person

Locations: Toronto, North York, ON

Hiring Rate: \$17.95 – \$26 CAD/hour, depending on the level of experience

Travel Required: Occasional

Mandatory Staff Training: In-person and online sessions starting at the end of May 2027

Application Deadline: May 15, 2027

Applications are reviewed on a rolling basis. Early application is strongly encouraged, as the posting may close once the positions are filled.