



JOB TITLE: Learning Facilitator
LOCATION: Philadelphia, PA
STATUS: Full Time (Nonexempt)
SALARY: \$55,000-\$70,000

ORGANIZATION:

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to positively impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students learn, grow and prepare for their futures through a network of TGR Learning Labs and national programs focused on STEAM educational enrichment, health, well-being, college access and career readiness. For more information visit TGRFoundation.org or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

POSITION DESCRIPTION:

The Learning Facilitator designs and delivers engaging, hands-on STEAM learning experiences with a focus on technology. This role supports programs including Field Trips, After-School Courses, Saturday Workshops, Clubs, Studios and Special Events for students in grades 5–12.

The facilitator will serve as both an instructor and a collaborator—developing curriculum, mentoring part-time staff, and inspiring curiosity and creativity in every student.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Curriculum & Instruction

- Design and deliver project-based STEAM lessons emphasizing technology.
- Integrate hands-on activities, experiments, and real-world applications to deepen learning.
- Develop and implement clubs or studios, training part-time staff for facilitation.
- Plan and lead at least four Saturday workshops annually.
- Manage a technology-related team or studio and four or more special events each fiscal year.
- Collaborate with program directors to align lessons with TGR Learning Lab goals and partner school needs.

Assessment & Reporting

- Use formative and summative assessments to track student learning and growth.
- Maintain accurate attendance and survey data.
- Prepare reports and presentations that highlight program outcomes and student progress.

Collaboration & Leadership

- Mentor and support part-time Learning Support staff.
- Coordinate with peers and partners to develop new curriculum and share best practices.
- Maintain budgets and inventories for classroom materials and equipment.
- Support internal and community events as needed.



Engagement & Outreach

- Facilitate workshops at schools and community events to promote TGR Learning Lab programs.
- Build strong relationships with students, families, volunteers, and community partners.
- Participate in professional development to stay current with STEAM and instructional trends.
- Serve as a role model and advocate for student growth, curiosity, and lifelong learning.

EDUCATION, EXPERIENCE & SKILLS:

- Ability to work full-time (40 hours/week), including evenings and select weekends (approximately six Fridays and ten Saturdays annually).
- Bachelor's degree (or equivalent combination of skills, training, and experience).
- 1+ year experience working with school-age students (preferred).
- Background or certification in Education or Technology highly preferred.
- Experience designing and delivering STEAM curriculum.
- Strong organizational, communication, and interpersonal skills.
- Familiarity with educational technology and ability to adapt lessons for diverse learning needs.
- Valid driver's license and reliable transportation.
- Commitment to TGR Foundation's mission, vision, and core values.

TO APPLY:

Send an electronic cover letter and résumé to Caroline Robinson at crobinson@tgrfoundation.org.

*No phone calls please.

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.