



**RIGHT TO PLAY**  
PROTECT. EDUCATE. EMPOWER.

## **Job Posting – Community Coordinator, PLAY**

**Closing Date:** January 11, 2019  
**Organization:** Right To Play Canada  
**Department/Division:** Promoting Life-skills in Aboriginal Youth (PLAY) Program  
**Work location:** Toronto, Canada (with frequent travel across Ontario)  
**Authorized to Work in:** Canada (i.e., Canadian citizen or permanent resident)

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### **BACKGROUND:**

Right To Play is a global organization committed to improving the lives of children and youth affected by conflict, disease, and poverty. Established in 2000, Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in over 15 countries, Right To Play transforms the lives of more than 1.9 million children each week using play and sports, both inside and outside of the classroom. In addition to our work with children, Right To Play advocates with parents, local communities, and governments to advance the fundamental rights of all children.

Right To Play is headquartered in Toronto, Canada and has operations in North America, Europe, the Middle East, Africa, and Asia.

Visit us at [www.righttoplay.com](http://www.righttoplay.com).

### **POSITION SUMMARY:**

The Promoting Life-skills in Aboriginal Youth (PLAY) program partners with First Nations communities and urban Aboriginal organizations across Ontario, British Columbia, Manitoba and Alberta to deliver community-driven, culturally-relevant play-based programming designed to enhance leadership, self-confidence, and self-efficacy among children and youth. Guided by an Indigenous community development model, PLAY and its partners create safe and inclusive spaces where children and youth can share their ideas, their hopes and their fears, and learn the skills to become positive agents of change.

Reporting to the Senior Program Officer with overall accountability to the Director of Canada Programs, the Community Coordinator is responsible for supporting each PLAY program within their portfolio to become a high quality outcome-based program. To do this, the Community Coordinator is responsible to work with the Senior Program Officer to ensure on-going supervision, training, coaching and support of Community Mentors facilitating the PLAY program in First Nations communities and urban Indigenous organizations throughout Ontario. As a Community Coordinator, the overall goal is to provide customized coaching and support to 3-5 assigned Community Mentors both remotely and in each partner community, under supervision of the Senior Program



Officer. The Community Coordinator is also the support liaison for 3-5 First Nation communities/urban Indigenous organizations with responsibilities that include developing and nurturing relationships with Chief and Council, supporting the design of a tailor-made program that meets the needs and goals of each community, coaching and training Community Mentors to become exceptional program implementers and reporting back any outcomes from the program to all key stakeholders. This position requires frequent travel throughout Ontario.

For more on the Promoting Life-skills in Aboriginal Youth (PLAY) Program please visit us at: [www.righttoplay.com/PLAYprogram](http://www.righttoplay.com/PLAYprogram)

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#### **QUALIFICATIONS:**

##### **EDUCATION/TRAINING/CERTIFICATION:**

- University degree or equivalent work experience in any of the following areas; Indigenous learning, health sciences, outdoor recreation and education, education, community development and/or political science
- A Class G driver's license

##### **EXPERIENCE:**

- 1-2 years running and/or coaching staff to implement outcome based programs for children and youth
- 1-2 years in program management and supervising staff
- 1-2 years in budget management, planning and reporting
- 1-2 years working with Indigenous communities
- Designing and facilitating leadership, recreation, sport and/or youth related training session for large groups

##### **KNOWLEDGE/SKILLS:**

- Personnel management – must be confident in providing guidance and supervision to 3-5 staff remotely
- Analytical and written skills, including research and writing of proposals and reports
- Knowledge of Microsoft Programs; able to navigate internet and email
- Attention to detail in coordination and planning
- Able to use data collection tools for program reporting and evaluating
- Strong verbal and written communication skills
- Able to work under pressure and make decisions
- Coaching and mentoring skills

##### **DESIRED QUALIFICATIONS:**

- A combination of a completed degree/diploma program or the equivalent in sound experience, knowledge and understanding of Aboriginal youth leadership and sport programming
- Understanding of Indigenous language, traditions and culture



- Courses completed or certificate training in community development and youth leadership programs specific to First Nations youth and communities in Ontario
  - Certified in suicide prevention. i.e. safeTALK
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**PRIMARY RESPONSIBILITIES:**

**Job Responsibility #1: Support on-going Coaching and Guidance to Community Mentors (40%):**

- Work with Senior Program Officer and Community Mentors to establish realistic plans that result in high quality, reliable play-based programming for children and youth.
  - Visit Community Mentors frequently to offer on-the-ground coaching and support as they work to deliver and enhance outcome-based PLAY programming.
  - Organize regular phone meetings and program visits with Community Mentors to ensure their goals are being met and they are receiving the support they require.
  - Support skill enhancement workshops and opportunities for Community Mentors to ensure they have the required skills to effectively do their jobs.
  - Work with Senior Program Officer to liaise with Community Mentors, Community Supervisors and First Nation leadership to ensure tasks are being completed, and to create a strong support system for the Community Mentor.
  - Ensure the completion of all required partnership agreements and administrative requirements (progress reports, financial reports, etc.).
  - Work with the Senior Program Officer to trouble-shoot programmatic and human resource issues that directly impact the success of the program and work directly with partner communities to resolve issues.
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**Job Responsibility #2: Support the design, Adaptation and Implementation of Tools to Ensure the Effective Delivery and Documentation of Programs (15%):**

- Work with Senior Program Officer, Program Managers and Community Mentors to identify tools and training that are missing that will help to enhance the quality of program design and delivery.
  - Support internal teams to design and pilot tools and trainings that will meet Community Mentors' needs and skill-sets and will enable them to more effectively fulfill their work tasks.
  - Provide hands-on training and support to Community Mentors to ensure they fully utilize and understand the tools provided.
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**Job Responsibility #3: Support the Design and Delivery of Workshops for Community Mentors (15%):**

- Work with the Senior Program Officer, Program Managers, and Training and Resource Development Officer to help plan, lead and assess skill enhancement workshops for Community Mentors.
- Support the Training and Resource Development Officer in the creation and planning of hands on, activity-based training programs to enhance the skills of Community Mentors and Interns.



- Plan and facilitate training sessions at workshops throughout the program year for Community Mentors and support staff who will implement regular PLAY Programming.
  - Support the creation of post-workshop reports for the organization and for partners.
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#### **Job Responsibility #4: Monitoring and Evaluation (15%):**

- Work with the Senior Program Officer to ensure all monitoring and assessment tools are effectively completed by Community Mentors in a timely manner.
  - Work with the Monitoring and Evaluation Officer to adapt M&E tools to ensure they are user-friendly.
  - Work with the Senior Program Officer and Community Mentors to ensure they understand the importance of completing reports and how to effectively complete them on a regular basis.
  - Visit PLAY partner organizations on a regular basis to offer support and supervision.
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#### **Job Responsibility #5: Maintain Project Budgets (15%):**

- Work with Community Mentors to monitor community expenditures against projected spending
  - Support Community Mentors in the completion and timely submission of their financial reports
  - Support the management of each PLAY partner organizations designated budget
  - Liaise with PLAY partner organization's finance officers and Community Supervisors to ensure they understand Right To Play's financial procedures and timelines
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#### **WHO YOU ARE:**

- Self-motivated, detail oriented, energetic, positive, self-confident, creative, culturally sensitive, flexible and able to maintain strict confidentiality.
- Comfortable with deadlines and able to work well under pressure (handling multiple demands that will be non-sequential).
- Independent and resourceful, with the ability to maintain / build relationships, mentor and coach others
- Must have a good team work ethic, committed to program success and ongoing learning and improvement
- Must have an asset-based approach when working with individuals and communities

#### **WHAT YOU'LL GET:**

The opportunity to work with a passionate, innovative and collaborative Canadian Programs team where you have the ability to make things happen. We offer a competitive salary, flexible work policy (e.g. work from home and flex hours) and summer/winter hours.



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**Employment Start Date:** January 2018  
**Contract Duration:** August 30, 2019

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**HOW TO APPLY:**

If you are interested in applying for this position, please send your resume and cover letter to: [careers@righttoplay.com](mailto:careers@righttoplay.com) and kindly include "Community Coordinator, PLAY-RTP" and your name in the subject line. Please indicate your salary expectations in the cover letter. Indigenous candidates are encouraged to apply.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).