



**RIGHT TO PLAY**  
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## **Job Posting – Program Officer, Youth To Youth Program**

**Closing Date:** January 11, 2019  
**Organization:** Right To Play Canada  
**Department/Division:** Canada Programs – Youth To Youth  
**Work location:** Toronto, Canada  
**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:**

Right To Play has been implementing the Youth To Youth (Y2Y) Program since 2010. The Y2Y program is an educational mentorship program that provides enriching experiential learning opportunities for youth in Toronto's inner cities using the power of play.

Right To Play is recruiting 1 Program Officer to take the lead on the delivery of the program with partner high schools and community centres throughout Toronto. The Program Officer will be responsible for refining the program, developing and nurturing new and existing partnerships and assessing the impact of the program. Reporting to the Youth To Youth Program Manager, the ideal candidate for this position comes with extensive program design and delivery experience, superior organizational skills, exceptional written and oral communication skills, a positive attitude, and an ability to work in a highly dynamic and energetic team. Most importantly, the ideal candidate will have exceptional interpersonal skills, a strong understanding of Ontario schools and school board policies, a genuine commitment to social justice in Toronto and abroad, as well as a desire to provide quality programming for children and youth across Canada.



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## **QUALIFICATIONS:**

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

- A combination of a completed degree/diploma program or the equivalent in sound experience in Education, Social Work, Child and Youth Care, International Development, or related field

### **EXPERIENCE:**

- 3-5 years experience in program design and implementation
- At least 5 years experience working with youth at-risk in priority neighbourhoods and schools
- Demonstrated ability to establish team-like environment in which staff, students, parents and teachers feel motivated to contribute to a project
- Experience with stakeholder relations and partnership development
- Group facilitation & design, serving participants from diverse cultural, economic, social backgrounds and age ranges Integrates anti-oppression and youth engagement principles into place-based and citywide community development programs/initiatives

### **KNOWLEDGE/SKILLS:**

- Personnel management – must be confident in providing guidance and supervision to a small team
- Analytical and written skills, including research and writing of proposals and reports
- Excellent interpersonal and communication skills
- Superior coordination skills with a demonstrated track record of successful program development.
- Able to use data collection tools for program reporting and evaluating
- Able to work under pressure and make decisions
- Knowledge of youth engagement principles, strategies, and an understanding of the issues, services and programs that exist for young people in vulnerable communities
- Strong background in public speaking
- Ability to work flexible hours, which may include shift work, and occasional evenings and weekends
- Good team work ethic, and also capable of working independently

### **DESIRED QUALIFICATIONS:**

- Strong understanding of social justice & issues facing youth in the GTA
- Strong ability and understanding of anti-racist/ anti-oppression pedagogy
- HIGHFIVE Certification
- Ability to work in a second language (French, Spanish, Portuguese, Arabic) is an asset

### **PRIMARY RESPONSIBILITIES:**

#### **Job Responsibility #1: Program Implementation and Evaluation (55% of time):**

- Collaborate and offer support to the Program Coordinator in implementing the Y2Y program in up to 50 schools in priority neighbourhoods of Toronto.



- Design, track and manage system for program implementation in collaboration with Program Coordinators and Y2Y Co-op students
  - Work with principals and teachers on a regular basis to ensure that programming is well-supported and effective
  - Conduct regular trainings for teachers and youth to help enhance their understanding, skills and awareness of the program methodology and outcomes
  - Conduct regular site visits to support children, youth and teachers as they implement the programs
  - Manage existing program partners and seek out new local implementing partnerships
  - Work with Monitoring and Evaluation officer to refine and implement a monitoring and evaluation framework that clearly assesses the impact of Y2Y programming from the perspective of participants, teachers, administrators and the community at large
  - Oversee Y2Y program application process between May and September every year
  - Recruit, train and provide on-going support and supervision to coop students throughout the program year
  - Collaborate with the Y2Y program team to design, advertise, facilitate and assess Y2Y Teacher Training Workshops twice yearly
  - Support design, planning and leading of Y2Y Leadership Symposium every April
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#### **Job Responsibility #2: Program Design and Development (20% of time):**

- Review and refine the outcomes and method of program delivery
  - Nurture partnership with TDSB Model Schools for Inner Cities to determine the most effective program model to meet their needs through on-going assessment, communication and collaboration
  - Support the development and delivery of the additional qualification courses created in partnership with the Elementary Teachers' Federation of Ontario (ETFO)
  - Refine and enhance existing Y2Y leadership training modules for teachers and youth
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#### **Job Responsibility #3: Maintain Project Budget (15% of time):**

- Work with the Program Manager to design the yearly program budget
- Track all expenditures against spending
- Submit all financial reports in a timely manner
- Work with the Program Manager to complete bi-annual reports for donors
- Work with the Program Manager to complete grant applications to sustain programming

#### **Job Responsibility #4: Administrative Requirements (10% of time)**

- Draft and distribute bi-annual reports to all partner schools and donors that highlight the successes, challenges and next steps of the program
- Continually collect and provide current content for Youth To Youth webpage, Instagram and RTP CNO twitter account



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- Draft monthly progress reports for the Program Manager
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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.

**Employment Start Date:** January 2018

**Contract Duration:** One year with possibility of Extension

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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 "Program Officer, Youth To Youth" and your name in the subject line. Please indicate your salary expectations in the cover letter.

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).