



## **JOB POSTING – Program Officer, Indigenous Programs**

<b>Organization:</b>	Right To Play Canada
<b>Department/Division:</b>	Indigenous Programs
<b>Work location:</b>	Toronto, Canada (with the possibility of remote work for candidates outside of commuter regions).
<b>Work arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	Canada (Eligible to work legally without requiring sponsorship)
<b>Target Hiring Range:</b>	\$51,000 - \$54,000 CAD per annum
<b>Target Start Date:</b>	November 2023
<b>Contract Duration:</b>	Full-time/Permanent
<b>Closing Date:</b>	Open until position is filled

For more details on the communities we support in these areas, please visit [here](#).

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8  
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: [righttoplay.com](http://righttoplay.com)



## ROLE SUMMARY:

The Promoting Life-skills in Aboriginal Youth (PLAY) program partners with First Nations communities and urban Indigenous organizations across British Columbia, Yukon, Saskatchewan, Alberta, Manitoba, Ontario, New Brunswick, and Labrador 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 Program Manager, the Program Officer is responsible for on-going capacity building and administrative support of Community Mentors facilitating the PLAY program in First Nations, Metis, and Inuit communities and Indigenous organizations communities throughout Canada. The Program Officer is also the main liaison for 8 - 10 Indigenous community partners with responsibilities that include developing and nurturing relationships with local community leadership, supporting the design of a tailor-made program that meets the needs and goals of each community, and reporting back any outcomes from the program to all key stakeholders.

This position requires frequent travel throughout Canada (locations pending partnership portfolio).

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## WHAT YOU'LL DO:

### #1: Provide On-Going Guidance and Supervision to Community Mentors (35% of Time):

- Work with Community Mentors to establish realistic plans that result in high quality, reliable play-based programming for children and youth
- Delegate tasks and ensure work plans and responsibilities are completed in a timely and concise manner
- 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
- Arrange for skill enhancement workshops and opportunities for Community Mentors to ensure they have the required skills to effectively do their jobs
- Work with Community Mentors and Community Supervisors to help finalize work-plans
- Liaise with Community Mentors, Community Supervisors and FNMI leadership on a regular basis 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)
- 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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### #2: Program Planning and Delivery (25% of Time):

- Regularly visit partner communities to provide coaching and support for local PLAY program to enhance its reach and impact with youth



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- Liaise with key contacts and Community Mentors from returning partner communities to determine how the program and partnership can be strengthened and improved
- Work to establish strong and transparent relationships with community leadership and community members
- Present findings of needs assessments to the community to ensure that analysis is accurate
- Work with Community Mentors and PLAY partner organizations to design a PLAY program that will reflect the needs and enhance the assets of partner community

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### #3: Capacity Building of Community Mentors (15% of Time):

- Work with Program Managers and Training and Program Development team to help plan, lead and assess skill enhancement workshops for Community Mentors
- Support the Training and Program Development team in the creation and planning of hands on, activity-based training programs to enhance the skills of Community Mentors
- 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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### #4: Monitoring and Evaluation (10% of Time):

- Ensure that all monitoring and assessment tools are effectively completed by Community Mentors in a timely manner
- Work with the Monitoring, Evaluation and Learning (MEL) team to adapt MEL tools to ensure they are user-friendly
- Work with 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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### #5: Finance and Administration (10% of Time):

- 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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### #6: Other Tasks as Assigned (5% of Time)

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## WHAT YOU'LL BRING (ESSENTIAL):

### EDUCATION/TRAINING/CERTIFICATION:

- Post-Secondary degree or equivalent work experience in any of the following areas: Indigenous learning, child and youth work, community development, sports management, outdoor recreation, education, health sciences and/or social sciences
- A Class G driver's license

### EXPERIENCE:

- Designing and facilitating outcome-based workshops, recreation/sport programs, or educational activities for a range of group sizes
- Overseeing staff or volunteer performance and development
- Working with Indigenous communities and organizations, or demonstrated experience with inclusion, diversity, equity, or accessibility models in BIPOC environments
- Project management, stakeholder management, budget planning and monitoring

### COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to remotely coach and build meaningful relationships with 8-10 Community Mentors (adult youth workers)

### KNOWLEDGE/SKILLS:

- Familiarity with best practices related to child safeguarding
- Advanced Microsoft Excel, Word, PowerPoint, and Outlook
- Analytical and written skills, including research and writing of proposals and reports
- Able to use data collection tools for program reporting and evaluating

### LANGUAGES:

- Fluency in spoken and written English.

### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Lived experience and/or understanding of Indigenous traditions and culture
- Courses completed and/or certificate training in community development, youth leadership or sport programs specific to First Nations youth and communities.
- Fluency in Indigenous language
- Certified in suicide prevention (e.g., safeTALK or ASIST)

## WHO YOU ARE:

You have an understanding of colonial history and how it impacts Indigenous peoples in Canada. If you are committed to advancing work grounded in social justice, equity, and anti-oppression, this is the job for you!



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## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. Group RRSP Plan, gym membership)
- Flexible work arrangements (e.g. work from home and flex hours)
- 15 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/144680-program-officer-indigenous-programs/588541-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. 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 value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email



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at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

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 Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

**EMPLOYEE VACCINE POLICY:**

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 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).