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Job Posting – Program Officer - PLAY

Closing Date: February 8, 2019
Organization: Right To Play International
Department/Division: Canada Programs – PLAY Program
Work location: Toronto, Canada (with frequent travel across Ontario)
Authorized to Work in: Canada (i.e., Canadian citizen or permanent resident)

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we help 1.9 million children each week to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

Visit us at www.righttoplay.com.

JOB SUMMARY:

The Promoting Life-skills in Aboriginal Youth (PLAY) program partners with First Nations communities and urban Indigenous 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 Program Manager, the Program Officer is responsible for on-going supervision and support of Community Mentors facilitating the PLAY program in First Nations communities in Ontario. The Program Officer is also the main liaison for 6 to 8 First Nation communities 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, and reporting back any outcomes from the program to all key stakeholders. This position requires frequent travel throughout Ontario.



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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, child and youth work, education, community development and/or political science
- A Class G driver's license

EXPERIENCE/SKILLS

- 2 years' experience in program management and supervising (must be comfortable in supporting a team of 6 to 8 Community Mentors in various remote areas throughout Ontario)
- 2 years' experience in budget management, planning and reporting
- 2 years' experience working with Indigenous communities and/or Urban Indigenous Organizations
- 2 years' experience in facilitating workshops for groups of 10 or more, or willing to learn
- Experience in designing and facilitating leadership, recreation, sport and/or youth related training session for large groups
- Personnel management – must be confident in providing guidance and supervision to 5+ staff remotely
- Attention to detail in planning large events and managing budgets
- 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 oral and written English required

DESIRED QUALIFICATIONS:

- Courses completed or certificate training in community development and youth leadership programs specific to First Nations youth and communities in Ontario.
- A combination of a completed degree/diploma program or the equivalent in sound experience, knowledge and understanding of Indigenous youth leadership and sport programming
- Understanding of an Indigenous language, traditions and culture
- Certified in suicide prevention (e.g. safeTALK)

PRIMARY RESPONSIBILITIES

Job Responsibility #1: Provide On-Going Guidance and Supervision To Community Mentors (35%):

- 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
 - Liaise with Community Mentors, Community Supervisors and First Nation 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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Job Responsibility #2: Program Planning and Delivery (25%):

- Regularly visit partner communities to provide coaching and support for local PLAY program to enhance its reach and impact with youth
 - 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/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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Job Responsibility #3: Capacity Building of Community Mentors and Interns (15%):

- 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 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%):

- Ensure that all monitoring and assessment tools are effectively completed by Community Mentors in a timely manner.



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- 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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Job Responsibility #5: Finance and Administration (10%):

- 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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Job Responsibility #6: Other Responsibilities as Required

WHO YOU ARE:

- Self-motivated, detail oriented, energetic, positive, self-confident, creative, culturally sensitive, flexible and able to maintain strict confidentiality
- Good team work ethic, and also capable of working independently; committed to program success
- Comfortable with deadlines and able to work well under pressure (handling multiple demands that will be non-sequential)
- Able and excited to travel 30-40% of the year
- An asset-based approach when working with individuals and communities; a skilled relationship builder with experience mentoring and building capacity in adults
- Experience working directly with children and youth, and have familiarity with best practices related to child safeguarding
- Understanding around colonial history and how it impacts Indigenous peoples in Canada
- Values grounded in social justice, equity, and anti-oppression
- Strong independent decision-making and problem solving skills

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 and benefits package, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours.



Target Start Date: March 2019
Contract Duration: One year contract (maternity leave)

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: careers@righttoplay.com and kindly include "Program Officer, PLAY" 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.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

