



## **JOB POSTING – PROGRAM OFFICER, PLAY (WEST)**

<b>Organization:</b>	Right To Play Canada
<b>Department/Division:</b>	Indigenous Programs
<b>Work location:</b>	Vancouver, Canada (with possibility of remote work)
<b>Authorized to work in:</b>	Canada (ability to work legally without requiring sponsorship)
<b>Closing Date:</b>	May 12, 2021
<b>Salary Range:</b>	\$49,000-\$53,000 CAD per annum

### **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 helped 2.3 million children last year 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.

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.

### **JOB SUMMARY:**

The Promoting Life-skills in Aboriginal Youth (PLAY) program partners with Indigenous communities and urban Indigenous organizations across Canada 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 Indigenous communities in Western Canada. The Program Officer is also the main liaison for 7 to 8 Indigenous community partners with responsibilities that include



developing and nurturing relationships with Indigenous community partners, 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 Western Canada (pending partnership portfolio).

#### **PRIMARY RESPONSIBILITIES:**

##### **Job Responsibility #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

##### **Job Responsibility #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
- 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

##### **Job Responsibility #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, including the creation and planning of hands-on, activity-based training programs
- 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



#### **Job Responsibility #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

#### **Job Responsibility #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

#### **Job Responsibility #6: Other Tasks as Assigned (5% of Time)**

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#### **MINIMUM QUALIFICATIONS (Must have):**

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

- University degree, college diploma 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 social sciences
- A Class G driver's license (Ontario) or Class 5 driver's license (British Columbia)

##### **EXPERIENCE/SKILLS/ATTRIBUTES:**

- Demonstrated experience in program management and supervising (must be comfortable in supporting a team of 6 to 8 Community Mentors in various remote areas throughout Western Canada)
- Demonstrated experience in budget management, planning and reporting
- Demonstrated experience working with Indigenous communities and/or Urban Indigenous Organizations
- Demonstrated experience designing and facilitating workshops for children, youth, adults and large groups, or a demonstrated aptitude to learn
- Familiarity with best practices related to child safeguarding
- 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; Indigenous language an asset

#### DESIRED QUALIFICATIONS (An Asset)

- Courses completed or certificate training in community development and youth leadership programs specific to Indigenous youth and communities. A sound experience, knowledge and understanding of Indigenous youth leadership and sport programming
- Lived experience and/or understanding of Indigenous traditions and culture
- Certified/Training in suicide prevention (e.g. safeTALK)

#### WHO YOU ARE:

You are self-motivated, detail oriented, adaptable and a highly creative problem solver. You take an asset-based approach to working with individuals and communities. You are a skilled relationship builder with experience coaching and mentoring adults. You bring experience designing programs and working directly with children and youth. You are comfortable with deadlines and able to work well under pressure (handling multiple non-sequential demands). You are able and excited to travel 30-40% of the year. You have an understanding of colonial history and how it impacts Indigenous peoples in Canada. In addition, if you are committed to advancing work grounded in social justice, equity, and anti-oppression, this is the job for you!

#### WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, 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:** June 2021

**Contract Duration:** Full-Time One Year Contract (with possibility of renewal)

#### HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter.

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. 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. Right To Play is an

**ADDRESS** 18 KING STREET E., SUITE 1400, TORONTO, ONTARIO, CANADA, M5C 1C4 | **PHONE** 416 498 1922 | **WEBSITE** RIGHTTOPLAY.COM



equal opportunity employer. As such, it encourages groups who have been historically disadvantaged with respect to employment to apply for positions in the organization. Individuals are encouraged to self-identify.

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](mailto:careers@righttoplay.com)

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