

Right To Play

Look After Yourself, Look After One Another

Job Posting – **PROJECT COORDINATOR – P.L.A.Y. PROGRAM**

Closing Date: May 24th, 2010

Department: Education, Training and Special Initiatives

Work location: Toronto or Thunder Bay with frequent travel in Ontario

ORGANIZATION PROFILE:

Right To Play is the leading international humanitarian and development organization using the transformative power of sport and play to build essential skills in children and thereby drive social change in communities affected by war, poverty and disease. Right To Play creates a safe place for children to learn and fosters the hope that is essential for children to envision and realize a better future. Right To Play's mission is to improve the lives of children in some of the most disadvantaged areas of the world by using the power of sport and play for development, health and peace.

JOB SUMMARY:

Reporting to the Deputy Director, Education, Training and Special Initiatives, the Project Coordinator is responsible for the overall implementation and oversight of the Promoting Leadership in Aboriginal Youth (P.L.A.Y.) Program. This position requires a significant amount of time spent in each of the two First Nations pilot communities in Northern Ontario. The Project Coordinator will work with local stakeholders and coordinate all sport and recreation activities associated with the program. The Project Coordinator will be responsible for the overall management of the project including financial and qualitative reporting, communications and training and logistics. In addition, the Project Coordinator will be responsible for the design and management of a Volunteer Bureau that will support the program.

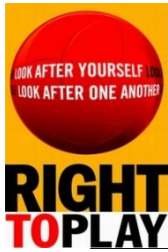
PRIMARY RESPONSIBILITIES:

Job Responsibility #1: PROJECT DESIGN

- In collaboration with Right To Play Headquarters (HQ), design and plan for implementation of P.L.A.Y. program for one year pilot and beyond.
- Ensure partners, youth and other stakeholders are involved in the project design and planning and are regularly consulted.

Job Responsibility #2: PROJECT MANAGEMENT

- Responsible and accountable for certain aspects of financial management of the project.
- Prepare operational plans and budgets with the team with cost effectiveness.
- Ensure participation of community members and young people in the process of project planning and implementation.
- With support from Right To Play HQ, identify partner organisations and carry out capacity assessment and development of capacity building plan involving youth and communities.
- With consultation and support from Right To Play HQ and the community, design and create a local Volunteer Bureau.
- Ensure proper implementation of Right To Play Program curriculum by conducting regular project monitoring and review in order to measure impact and continuously improve delivery.
- Responsible and accountable for effective project spending according to the approved budget.
- Ensure accurate collection and timely submission of quantitative monitoring information according to RTP monitoring tools.
- Ensure timely submission of quality narrative and financial project reports.



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Job Responsibility #3: COMMUNICATION AND TRAINING

- Represent Right To Play in the project location and surrounding communities.
- Establish and maintain relationships with local representations of the Government and other community organizations.
- Assess training needs in the project with input from project staff, partners and stakeholders, provide training as per needs and based on competencies and submit documented requests for additional training capacity to Right To Play HQ.
- In consultation with Right To Play HQ, determine suitable events based on project priorities.
- In consultation with Right To Play HQ facilitate participation of media and Athlete Ambassadors in project activities and events.

Job Responsibility #4: SECURITY MANAGEMENT AND LOGISTICS

- Ensure partners are in compliance with Code of Conduct and Child Protection Policy.
- Ensure that all project staff complies with security, financial and logistics policies and procedures of Right To Play.

Job Responsibility #5: TEAM MANAGEMENT

- Supervise and hire on site staff.
- Recruit volunteers for creation of Volunteer Bureau.
- Provide direction and support to Volunteer Bureau.
- Ensure the project team is motivated and involved in decision making.
- Provide overall project brief to new volunteers and ensure a proper induction to the community and stakeholders.
- Ensure that all project volunteers have proper job descriptions, performance objectives and workplans.
- Implement and carry out regular performance appraisal.
- Present clear recommendations on capacity of Project Coordinator and Volunteer Bureau to carry out the needs of the program.
- Ensure that volunteers and partners and stakeholders are abiding by Code of Conduct, Child Protection Policy and other policies and procedures of Right To Play.
- Ensure that conflict in the team is managed in positive ways.

EDUCATION:

Minimum Education Level:

- Post-secondary education in Sport and Recreation, Community Development, or other related field (e.g. Social Work, Program Management, Public Policy / Administration, Political Science) or equivalent combination of education and work experience

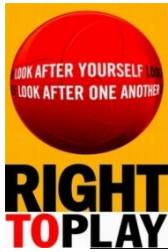
Desired asset:

- Training in qualitative research methods, policy analysis
- Masters degree in related field
- Fluency in Ojibway, Cree and/or Ojicree

EXPERIENCE:

Required (must have):

- Minimum 3 years of work experience in sport and recreation programming or other relevant jobs
- Minimum 3 years experience working with Northern First Nations Communities
- Significant experience managing complex projects;
- Experience working with multiple stakeholders



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COMPETENCIES / PERSONAL ATTRIBUTES:

Required (must have):

- Excellent computer skills including Microsoft Word, Excel, and PowerPoint
- Self-motivated and able to work independently with minimal supervision
- Able to adapt to a changing environment and be flexible
- Able to work well under pressure and meet tight deadlines (handling multiple demands that will require the ability to prioritize is essential)
- A strong communicator, both verbally (including telephone etiquette) and in writing
- A strong team player (cooperative, participatory, respectful)
- Comfortable initiating relationships with new stakeholders
- Able to exercise discretion and good judgment
- Resourceful and able to solve problems
- Able to initiate and deliver proactive, cost-effective and creative solutions
- Project development and management skills

Compensation: We offer a competitive salary and benefits package

Employment Start Date: June 2010

Contract Duration: 1 year with possibility of extension

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: hr1@righttoplay.com and kindly include the job title in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

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

To learn about our Human Resources philosophy, please visit the Careers page at our website.