

Right To Play

Look After Yourself, Look After One Another

Youth To Youth Intern

Closing Date: February 1, 2011

Employment Start Date: February 13, 2012

Department: School and University Partnerships

Work location: Toronto, Ontario

ORGANIZATION PROFILE:

Right To Play uses specially-designed sport and play programs to improve health, build life skills, and foster peace for children and communities affected by war, poverty and disease. Working in both the humanitarian and development contexts, Right To Play has projects in more than 20 countries in Africa, Asia, the Middle East and Canada. Right To Play takes an active role in driving Sport for Development and Peace research and policy and in supporting children's rights. Right To Play has developed important implementing and operational partnerships with numerous organizations, including UNRWA, UNICEF, and WHO.

JOB SUMMARY:

This position carries out a wide variety of administrative, monitoring and evaluation, and public speaking responsibilities. Reporting to the Coordinator of the Youth To Youth program, the ideal candidate for this position must possess administrative and organizational skills, a strong commitment to social justice, superior written and oral communication skills, good attention to detail, a positive attitude and an ability to work in a highly dynamic and energetic team. Most importantly, the ideal candidate will have superlative people skills and a genuine desire to impact students across the GTA.

RESPONSIBILITIES:

Monitor School Partnerships

- Foster existing youth leadership play and tutoring programs which meet the needs of volunteer youth leaders and participating students
- Oversee ongoing monitoring and evaluation of programs and volunteer program officers to ensure quality control

Media and Website

- Continually collect and provide current content for Youth To Youth website
- Create and distribute Youth To Youth e-newsletter to stakeholders, partners, participating schools and Right To Play's Canadian National Office
- Record, edit and present Impact stories

Grant Writing

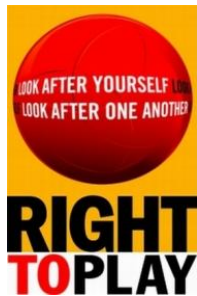
- Seek out, complete and submit grant application in collaboration with the Youth To Youth Coordinator

Facilitation of Workshops, Presentations and Program Training

- Assist with facilitation of workshops and presentations at schools, universities and education partners as required.
- Assist the development of workshop and presentation resources.

Volunteer Management

- Manage Youth To Youth fundraising events, volunteer recruitment/assignments and volunteer appreciation
- Monitor and assign volunteers using our online database



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MINIMUM EXPERIENCE REQUIREMENTS:

Experience Level:

- Entry level – open to university graduates or those enrolled in co-op studies
- Experience working with children
- Demonstrated ability to work both as a team member
- Excellent interpersonal and communication skills (written and verbal)
- Results based task oriented
- Excellent organizational skills and ability to manage multiple projects

Desired asset:

- Previous experience in an office
- Teaching experience a strong asset
- Proficiency in French
- Previous experience with website design/applications
- Experience and understanding of Toronto's Priority Neighborhoods
- Understanding of Sport for Development and Peace

CONTACTS/KEY RELATIONSHIPS:

External:

- Donors
- Various stakeholders
- Members of the general public
- Representatives of schools and universities

Internal:

- All members of Canadian National Office

MINIMUM EDUCATION LEVEL:

- Undergraduate degree in Sport & Event Management, International Development, Teaching or related field

TECHNICAL SKILLS:

- Proficiency in Microsoft Office
- Excellent interpersonal skills
- Ability to liaise with members of the general public in a professional and courteous manner

LANGUAGE SKILLS:

- Speaking, reading, and writing fluency in English
- Ability to work in a second language (French, Spanish, Portuguese, Arabic) is an asset

Salary: Unpaid internship

Employment Start Date: February 13, 2012

Contract Duration: 4 months (full time)

How To Apply:

If you are interested in applying for this position, please send your resume and cover letter to: kkerr@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.