



# Right To Play

Look After Yourself, Look After One Another

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## Donation Management Volunteer - Canadian National Office

**Closing Date:** January 6<sup>th</sup>, 2012  
**Department:** Canadian National Office  
**Work location:** Toronto, ON

### ORGANIZATION PROFILE:

Right To Play is an international humanitarian organization that uses sport and play programs to improve health, develop life skills, and foster peace for children and communities in the most disadvantaged areas of the world. Working in both the humanitarian and development context, Right To Play trains local community leaders as Coaches to deliver our programs in more than 20 countries affected by war, poverty and disease in Africa, Asia, the Middle East, and South America.

Right To Play Canadian National Office is responsible for facilitating fundraising across Canada to support our programming around the world. The Canadian National Office works directly with the general public, partners of the community and corporate Canada.

### POSITION SUMMARY:

This individual will assist the Online Initiatives and Finance Officer with donation management in the Canadian National Office.

### RESPONSIBILITIES:

With the help of the Finance Officer, the donation management volunteer will process all incoming donations including:

- Entering donor contact information and tax receipt information into database
- Providing copies and donation information to relationship manager
- Entering donation into database and ensuring donation has coding and notes added
- Other duties as required

### MINIMUM EXPERIENCE REQUIREMENTS:

#### Experience Level:

- Ability to work independently with little supervision
- Excellent interpersonal skills
- Previous data entry experience in an office setting is an asset
- Previous financial experience is an asset

#### Desired asset:

- Previous experience with Microsoft CRM

### LANGUAGE SKILLS:

- Speaking, reading, and writing fluency in English

### OTHER:

This is a reoccurring weekly volunteer position. The selected volunteer must be available for 3-4 hours on Wednesday OR Thursday of each week.

### How to Apply:

If you are interested in applying for this position, please send your resume and cover letter to: [canada@righttoplay.com](mailto:canada@righttoplay.com) and kindly include the volunteer title in the subject line. While we thank all applicants for their interest, only those selected for interviews will be contacted.



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## **Right To Play - Human Resources Philosophy**

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.