Job Posting – Program Officer, Play at the Core - USNO

Closing Date: June 30, 2015
Organization: Right To Play USA
Department/Division: Play at the Core: Play-Based Early Childhood Development Program
Work Location: RTPUSA Office in New York, NY; 49 West 27th Street

Background:
Right To Play is a global organization, using the transformative power of play to educate and empower children facing adversity. Through playing sports and games, Right To Play helps over one million children learn through play to create better futures, while driving lasting social change in more than 20 countries each week. Founded in 2000 by social entrepreneur and four-time Olympic gold medalist Johann Olav Koss, Right To Play is headquartered in Toronto, Canada and has national fundraising offices in Canada, Germany, the Netherlands, Norway, Switzerland, the United Kingdom, and the United States. Regional offices are in Africa, Asia, and the Middle East. Our programs are facilitated by more than 600 international staff and 16,400 local volunteer Coaches.

JOB SUMMARY:
Right To Play has been implementing the Play at the Core program since 2012. In partnership with the Department of Education (DoE) and the Administration for Children’s Services (ACS), Play at the Core is an early childhood development program that seeks to ensure that New York City’s most vulnerable young children have high-quality early learning opportunities, supporting school readiness and lifelong achievement by harnessing the power of play as a tool for learning, exploration, and development.

Reporting to the Program Manager with overall accountability to the Regional Director, North American Programs, the Program Officer is responsible for ensuring the highest quality of Play at the Core programming. To do this, the Program Officer is responsible for on-going supervision, training, coaching and support of enrolled participants (educators, childcare providers, parents/caregivers, family workers, and school administrators) throughout the Bronx, Harlem, and Washington Heights neighborhoods of New York City. As a Program Officer, the overall goal is to support the delivery of a dynamic training curriculum and provide on-site individualized coaching that builds participant capacity to use purposeful play to support the development of the children that they work with. The Program Officer is the liaison with Community Based Organizations (CBOs) hosting participant early learning centers with responsibilities that include developing and nurturing relationships with administrators and staff. The Program Officer will support the design of a tailor-made program that meets the needs and goals of up to 15 different early learning centers, coaching and training educators, administrators, and caregivers to become exceptional program implementers and reporting back all outcomes from the program to key stakeholders. This position requires frequent travel throughout the NYC metropolitan area.

For more on Play at the Core, please visit us at: www.righttoplayusa.org/playatthecore
PRIMARY RESPONSIBILITIES:

1) **CONDUCT NEEDS ASSESSMENTS AND SUPPORT PARTICIPANTS TO DESIGN AND DELIVER INTENTIONAL PROGRAMS THAT MEET CBO NEEDS (15% of the Time):**
   - Visit each new partner CBO to conduct needs assessments to determine how *Play at the Core* can enhance community reach and impact.
   - Liaise with administrators from returning partner CBOs to determine how the program and partnership can be strengthened and improved.
   - Work to establish strong and transparent relationships with administrators, educators, and community members.
   - Present findings of needs assessments to the community to ensure that analysis is accurate.
   - Work with partnering CBOs to design a *Play at the Core* program that will reflect the needs and enhance the assets of the community.
   - Ensure the completion of all required partnership agreements and administrative requirements (progress reports, financial reports, etc.).
   - Trouble-shoot programmatic and human resource issues that directly impact the success of the program and work directly with partner CBOs to resolve issues.

2) **SUPPORT DESIGN AND DELIVERY OF HANDS-ON, DYNAMIC WORKSHOPS FOR EDUCATORS, CHILDCARE PROVIDERS, PARENTS/CAREGIVERS, FAMILY WORKERS AND SCHOOL ADMINISTRATORS (25% of the Time):**
   - Facilitate a series of dynamic play-based workshops for a range of adults working directly and supporting children between the ages of 0 to 5.
   - Support the creation, planning, and adaptation of hands on, activity-based training programs to enhance the skills of educators, childcare providers, parents/caregivers, family workers, and school administrators.
   - Research and continually enhance skills and awareness of best practices and curriculum design for developmentally-appropriate early childhood interventions.

3) **PROVIDE ON-GOING COACHING, GUIDANCE AND SUPERVISION TO PARTICIPANTS (35% of the Time):**
   - Work with program participants (educators, childcare providers, parents/caregivers, family workers, and school administrators) to establish realistic plans that result in high-quality, reliable play-based programming and support for children.
   - Visit CBOs frequently to offer on-the-ground coaching and support as they work to deliver and enhance outcome-based *Play at the Core* programming.
   - Communicate regularly with program participants to ensure their goals are being met and they are receiving the support they require.
   - Integrate best practices from performance coaching models to ensure that participants are implementing key learnings from workshops and seeking to consistently improve the quality of their programming.
4) **MONITORING AND EVALUATION (15% of the Time):**

- Complete reporting following each coaching visit and input all collected data from coaching visits and training exercises.
- Ensure participants complete short visit reporting tool during each coaching visit.
- Consolidate and analyze reported data on a quarterly basis.
- Prepare end-of-training assessments and ensure that all participants complete them at the end of each training.
- Adjust trainings and coaching support based on results from coaching visits and training assessments.
- Work to adapt M&E tools to ensure they are user-friendly.
- Work with CBOs to ensure they understand the importance of documentation/reporting and how to effectively complete these on a regular basis.
- Support the creation of post-workshop and quarterly reports for the organization and for partners based on qualitative and quantitative data collection.

5) **SUPPORT THE DESIGN, ADAPTATION AND IMPLEMENTATION OF RESOURCES AND TOOLS TO ENSURE THE EFFECTIVE DELIVERY AND DOCUMENTATION OF PROGRAMS (10% of the Time):**

- Work with Program Team to identify and create new resources, tools, and training components that will help to enhance the quality of program design and delivery.
- Work to design and pilot tools and trainings that will meet CBO needs and skill-sets and will enable them to more effectively support early childhood development.

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**EDUCATION/EXPERIENCE**

**Required:**

- Undergraduate degree and/or equivalent experience in any of the following areas: Child Development, Social Work, Early Childhood Education, Psychology, Community Development or related field.
- 2-3 years coaching staff to implement outcome based programs for children and youth.
- 2-3 years in program management and supervising staff.
- 2-3 years in budget management, planning and reporting.
- 2-3 years 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 sessions for large groups.

**Desired:**

- Bilingual (Spanish).
- Experience working within a community development framework with a focus on early childhood education and child development.
KNOWLEDGE/SKILLS:

- Speaking, reading, and writing fluency in English
- Analytical skills, including research and timely writing of proposals and reports
- Able to use data collection tools for program reporting and evaluating
- Knowledge of Microsoft Programs
- Able to navigate internet and email
- Attention to detail in planning large events
- Ability to manage budgets

COMPETENCIES/PERSONAL ATTRIBUTES:

- Highly motivated and committed to program success
- Good team work ethic, AND ability to work independently – strong coordination and planning skills
- Professional maturity, credibility, good judgment, honesty, and integrity
- Experience coaching/mentoring culturally diverse groups of adults and children
- Strong attention to details when planning
- Strong verbal and written communication skills
- Accurate and timely reporting
- Ability to work under pressure

Compensation: We offer a competitive salary and benefits package

Contract Duration: Full Time

Employment Start Date: July 2015

How To Apply:

If you are interested in applying for this position, please send your resume and cover letter by June 30, 2015 to: hr@righttoplay.com and kindly include “Program Officer, Play at the Core” and your name in the subject line. Please indicate your salary expectations in the cover letter.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

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.righttoplayusa.org/playatthecore.
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.