Job Posting - Program Officer - Promoting Life-skills in Aboriginal Youth (PLAY) Program

Closing Date: February 4, 2016
Organization: Right To Play International
Department/Division: Promoting Life-skills in Aboriginal Youth (PLAY) Program
Work location: Toronto, Ontario or Regionally Located in South/Central Ontario
Authorized to Work in: Canada (i.e., Canadian citizen or permanent resident)

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 14,400 local volunteer Coaches. Visit us at www.righttoplay.com.

For more on the Promoting Life-skills in Aboriginal Youth (PLAY) Program please visit us at: www.righttoplay.com/PLAYprogram.

JOB SUMMARY:

Right To Play has been implementing the Promoting Life-skills in Aboriginal Youth (PLAY) Program in Ontario since 2010. The PLAY Program is searching for 1 Program Officer to support programming in First Nations communities in central Ontario (in and around Manitoulin Island).

Reporting to the Program Manager with overall accountability to the Director of North American Programs, the Program Officer is responsible for ensuring that each PLAY program they support is of the highest possible quality. To do this, the Program Officer is responsible for on-going supervision and support of Community Mentors facilitating the PLAY program in First Nations communities throughout Ontario. As a Program Officer, the overall goal is to offer support, supervision and administrative guidance to assigned Community Mentors both remotely and in each partner community. The Program Officer is also the main liaison for 5-7 First Nation communities with responsibilities that include developing and nurturing relationships with Chief and Council, 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 Ontario.
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 First Nation 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, etc.).
- 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: Conduct Thorough Needs Assessments and Support Community Mentors To Design and Deliver Programs That Meet Each Community’s Needs and Assets (15% of Time):

- Visit each new partner community to conduct up to 3 days’ needs assessments to determine how a PLAY Program can enhance community 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: Support The Design, Adaptation and Implementation Of Tools To Ensure The Effective Delivery and Documentation Of Programs (10% of Time):

- Work with Program Managers, Community Mentors and Interns to identify tools that are missing that will help to enhance the quality of program design and delivery.
- Work on teams to design and pilot tools that will meet Community Mentors’ needs and skill-sets and will enable them to more effectively fulfill their work tasks.
- Provide hands-on training and support to Community Mentors to ensure they fully utilize and understand the tools provided.
Job Responsibility #4: Support The Design and Delivery Of Workshops For Community Mentors and Interns (15% of Time):

- Work with the Program Managers and Training/Resource Development Officer to help plan, lead and assess skill enhancement workshops for Community Mentors.
- Support the Training and Resource Development Officer in the creation and planning of hands on, activity-based training programs to enhance the skills of Community Mentors and Interns.
- 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 #5: Monitoring and Evaluation (15% of Time):

- Ensure that all monitoring and assessment tools are effectively completed by Community Mentors in a timely manner.
- Work with the Monitoring and Evaluation Officer to adapt M&E 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 #6: Maintain Project Budgets (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.

EDUCATION/TRAINING/CERTIFICATION:

Required (must have):

- University degree or equivalent work experience in any of the following areas: indigenous learning, health sciences, outdoor recreation and education, education, community development and/or political science

Desired (asset):

- Courses completed or certificate training in community development and youth leadership programs specific to First Nations youth and communities in Ontario
- Certified in suicide prevention. i.e. safeTALK
EXPERIENCE

Required (must have):

- 2 years’ experience in program management and supervising staff – must be comfortable in supporting a team of 6-8 Community Mentors in various remote areas throughout Ontario
- 2 years’ experience in budget management, planning and reporting
- 2 years’ experience working with First Nation communities
- Experience in designing and facilitating leadership, recreation, sport and/or youth related training session for large groups
- 2 years’ experience in facilitating workshops for groups of 10 or more, or willing to learn
- **For applicants applying to work from a location outside of Toronto only:** a Class G driver’s license and access to a reliable vehicle is required

Desired (asset):

- A combination of a completed degree/diploma program or the equivalent in sound experience, knowledge and understanding of Aboriginal youth leadership and sport programming
- Understanding of an Aboriginal language, traditions and culture

KNOWLEDGE/SKILLS REQUIRED:

- Personnel management – must be confident in providing guidance and supervision to 5+ staff remotely
- Analytical and written skills, including research and writing of proposals and reports
- Knowledge of Microsoft Programs
- Able to navigate internet and e-mail
- Familiar with office equipment
- Attention to detail in planning large events
- Ability to manage budgets
- Knowledge of completing program reports
- Able to use data collection tools for program reporting and evaluating

COMPETENCIES/PERSOAL ATTRIBUTES:

- Experience working with Aboriginal groups
- Highly motivated and committed to program success
- Strong attention to details when planning
- Strong verbal and written communication skills
- Good team work ethic and also capable of working independently
- Able to work under pressure
- Accurate and timely reporting
- Coaching and mentoring skills
- Strong planning and coordination skills
- Decision making skills
Compensation: We offer a competitive salary and benefits package

Employment Start Date: March 2016

Contract Duration: One year contract with possibility of renewal

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 “Program Officer, PLAY-RTP” and your name in the subject line. Please indicate your salary expectations in the cover letter.

Aboriginal candidates are encouraged to apply.

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

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. The successful candidate will be required to provide a satisfactory police record check as a condition of employment.

All applicants are notified that, where needed, accommodation for disabilities will be provided on request. This includes accommodation for attending interviews and assessment tests.

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

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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 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.