

JOB POSTING – Program Officer, Indigenous Programs

Organization:	Right To Play International
Department/Division:	Indigenous Programs
Work location:	Toronto, Canada (with the possibility of remote work)
Work arrangement:	A combination of minimum 2 in-office days a week, and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department.
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range:	\$54,363 - \$59,799 CAD per annum
Target Start Date:	January 2025
Contract Duration:	Full-time/Permanent
Closing Date:	Open until position is filled - Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.

For more details on the communities we support in these areas, please visit [here](#).

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: righttoplay.com

ROLE SUMMARY:

The Promoting Life-skills in Aboriginal Youth (PLAY) program partners with First Nations communities and urban Indigenous organizations across British Columbia, Yukon, Saskatchewan, Alberta, Manitoba, Ontario, New Brunswick, and Labrador to deliver community-driven, culturally relevant play-based programming designed to enhance leadership, self-confidence, and self-efficacy among children and youth. Guided by an Indigenous community development model, PLAY and its partners create safe and inclusive spaces where children and youth can share their ideas, their hopes, and their fears, and learn the skills to become positive agents of change.

Reporting to the Program Manager, the Program Officer is responsible for on-going capacity building and administrative support of **Child and Youth Workers** facilitating **projects or** the PLAY program in First Nations, Metis, and Inuit communities and Indigenous organizations communities throughout Canada. The Program Officer is also the main liaison for **7-10** Indigenous community partners with responsibilities that include developing and nurturing relationships with local community leadership, supporting the **co-design** of a tailor-made **projects or programs** 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 Canada (locations pending partnership portfolio).

WHAT YOU'LL DO:

#1: Provide On-Going Guidance and Relationship Oversight to Partner Communities & Organizations (35% of Time)

- Work with **Child and Youth Workers** 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 phone meetings and program visits with **Child and Youth Workers** to ensure their goals are being met and they are receiving the support they require
- Arrange for skill enhancement workshops and opportunities for **Child and Youth Workers** to ensure they have the required skills to effectively do their jobs
- Work with **Child and Youth Workers** and Community Supervisors to help finalize work-plans
- Liaise with **Child and Youth Workers**, Community Supervisors and FNMI leadership on a regular basis to ensure tasks are being completed, and to create a strong support system for
- Ensure the completion of all required partnership agreements and administrative requirements (progress reports, financial reports)
- Trouble-shoot programmatic and human resource issues that directly impact the success of the program and work directly with partner communities to resolve issues

#2: Program and Project Planning and Delivery (25% of Time):

- Visit partner communities to provide coaching and support **for projects and** local PLAY program to



enhance its reach and impact with youth

- Liaise with key contacts and **Child and Youth Workers** to determine how **projects**, programs and partnerships 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 **Child and Youth Workers** and PLAY partner organizations to design a PLAY program that will reflect the needs and enhance the assets of partner community

#3: Capacity Building of Child and Youth Workers (15% of Time):

- Work with Program Managers and Training and Program Development team to help plan, lead and assess skill enhancement workshops for **Child and Youth Workers**
- Support the Training and Program Development team in the creation and planning of hands on, activity-based training programs to enhance the skills of **Child and Youth Workers**
- Plan and facilitate training sessions at workshops throughout the program year for **Child and Youth Workers** and support staff who will implement **projects** and regular PLAY Programming
- Support the creation of post-workshop reports for the organization and for partners

#4: Monitoring and Evaluation (10% of Time):

- Ensure that all monitoring and assessment tools are effectively completed by **Child and Youth Workers** in a timely manner
- Work with the Monitoring, Evaluation and Learning (MEL) team to adapt MEL tools to ensure they are user-friendly
- Work with **Child and Youth Workers** to ensure they understand the importance of completing reports and how to effectively complete them on a regular basis
- Visit PLAY partner organizations to offer support and supervision

#5: Finance and Administration (10% of Time):

- Work with **Child and Youth Workers** to monitor community expenditures against projected spending
- Support **Child and Youth Workers** 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

#6: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:



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- Post-Secondary degree , diploma, or equivalent work experience in any of the following areas:
Indigenous learning, child and youth work, community development, sports management, outdoor recreation, education, health sciences and/or social sciences
- A Class G driver's license

EXPERIENCE:

- Designing and facilitating outcome-based workshops, recreation/sport programs, or educational activities for a range of group sizes
- Overseeing staff or volunteer performance and development
- Working with Indigenous communities and organizations, or demonstrated experience with inclusion, diversity, equity, or accessibility models in BIPOC environments.
- Project management, stakeholder management, budget planning and monitoring

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to remotely coach and build meaningful relationships with 7-10 Child and Youth Workers

KNOWLEDGE/SKILLS:

- Familiarity with best practices related to child safeguarding
- Advanced Microsoft Excel, Word, PowerPoint, and Outlook
- Analytical and written skills, including research and writing of proposals and reports
- Able to use data collection tools for program reporting and evaluating

LANGUAGES:

- Fluency in spoken and written English.

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Lived experience and/or understanding of Indigenous traditions and culture
- Courses completed and/or certificate training in community development, youth leadership or sport programs specific to First Nations youth and communities.
- Fluency in Indigenous language
- Certified in suicide prevention (e.g., safeTALK or ASIST)

WHO YOU ARE:

You have an understanding of colonial history and how it impacts Indigenous peoples in Canada. You are passionate about the impact of play in Child and Youth Work and embody coaching approaches that are trauma informed, strengths-based, and inclusive. If you are committed to advancing work grounded in social justice, equity, and anti-oppression, this is the job for you!

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture



premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. Group RRSP Plan, gym membership)
- Flexible work arrangements (e.g. work from home and flex hours)
- 15 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/195829-program-officer-east-indigenous-programs/859459-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.





We are 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 Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

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