

Right to Play & Makkaktukivak Coordinator

(Internal and External Posting)



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2023- 88
Position Title	Right to Play & Makkaktukivak Coordinator
Posting Date	October 5, 2023
Start Date	ASAP
Hours	37.5 hours – Monday-Friday, with occasional evening and weekend hours required
Position Status	Full-time determinant, contract until August 31 , 2024., with possibility of extension based on fundings.
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit

POSITION SUMMARY

Under the supervision of the Manager of Youth, the Right to Play (RTP) & Makkaktukivak Coordinator will be responsible for the planning and implementation of a program geared toward children and youth by finding their strength through the arts. The incumbent will report directly to both a Community Supervisor and an assigned Right to Play (RTP) Program Officer. The position requires availability to work non-standard hours and will involve occasional travel (2-3 times per year). This program partners with First Nations, Métis and Inuit communities and urban Indigenous organizations to deliver community-driven, culturally relevant play- based programming designed to enhance leadership, self-confidence, and self-efficacy among children and youth.

KEY DUTIES AND RESPONSIBILITIES

- Coordinate child and youth programming.
- Meet with local schools and/or education authorities to discuss potential to deliver programming to elementary to high school age children and youth.
- Plan, lead and assess core program.
- Design program schedule to fit participant needs and interests.
- Create healthy relationships with children and youth.
- Procure materials and equipment necessary for program sessions.
- Participate in remote training, attend and support youth events.

- Effectively lead a program that offers play-based programming for children and youth.
- Support youth to plan, lead and assess youth-led initiatives.
- Prepare all documents and materials to be used for programming (e.g., preparing workshop materials; completed required monitoring, evaluation assignment and end of session reports).
- Plan, design, and host three (3) intergenerational events based on interests of community/organization.
- Create and maintain partnerships with community organizations who may want to support the delivery of the event(s).
- Coordinator logistical items such as venue, volunteer recruitment and management, resource procurement, scheduling, etc.
- Build partnerships and program awareness.
- With the support of the Community Supervisor, facilitate presentations to community leadership to create awareness and support for the program.
- Run a display booth at community events to create awareness of Right to Play (RTP) goals and objectives.
- Respond to inquiries and requests regarding the program from community members and leadership.
- Attend various community meetings to identify youth and their specific needs, map and locate family and community networks, and form relationships with service providers and offices to ensure all information is current and relevant.
- Complete all monthly progress and finance reports.
- Facilitate sharing circles and/or conduct surveys to gather feedback on the program.
- Coordinate accommodation of RTP staff for scheduled visits.

ACCOUNTABILITY

- Accountable for the well-being of individual youth who require additional supports

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Youth team staff and external partners
- Develop supportive and professional rapport with Inuuqatigiit Centre staff.

ENVIRONMENTAL FACTORS

- Must demonstrate stress management and stamina in working with youth and external partners.
- Regular physical activity associated with program activities.
- Physical ability to access multi-story buildings.
- Mental effort is required to deal with stress related to safety and security of youth and delivery of programming.
- Effectively deal with crisis.
- Ensure personal safety precautions are observed at all times.

- **KNOWLEDGE AND SKILLS**

- Written and spoken fluency in Inuktitut an asset.
- Experience working with Inuit or Aboriginal communities.
- Demonstrated respect for and must show interest in Inuit/Indigenous culture, values, beliefs, and traditions
- Ability to communicate effectively orally and in writing, in English.
- Experience completing reports and collecting program data and statistics.
- Ability to operate computer systems and relevant software.
- Positive attitude and strength-based approaches to working with children and youth; and
- Enthusiasm and commitment to youth.

- **QUALIFICATIONS & REQUIREMENTS**

- Inuit/Indigenous descent required.
- Community College diploma in Community Services (Child & Youth Worker, Social Service Worker).
- Vulnerable Criminal Reference Check required, in keeping with Inuuqatigiit Personnel Policies and Procedures.
- Medical certification of good health.
- TB Test if applicable and other immunizations up to date.
- CPR / First Aid Certification (or willingness to become certified); and
- COVID-19 vaccines and booster

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.