INTERNAL/ 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 #	2026-196
Position Title	Right to Play (RTP) Coordinator – Community Mentor
Posting Date	August 18, 2026
Hours	20 hours per week
Position Status	Replacement, Part-time determinant to March 31, 2027
Salary Range	Starting at $53,000.00 plus benefits

POSITION SUMMARY

Under the supervision of the Manager of Family Well-being**,** the Right to Play Coordinator/Community mentor will be responsible for the planning and implementation of a program geared toward children and youth. 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

- Meet with local schools and/or education authorities to discuss potential to deliver programming to elementary to high school age children and youth;
- Facilitate a registration progress
- Secure a consistent programming venue/space and any other resources required to deliver program sessions;
- Engage youth in small group discussions to share ideas and collectively assess goals and outcomes;
- Design program schedule to fit participant needs and interests;
- Create healthy relationships with children and youth;
- Procure materials and equipment necessary for program sessions;
- Attend and travel to one mandatory training (fall) to learn how to facilitate program;

- Participate in remote training as well as attending and support

youth events;
- Effectively lead a program that offers a minimum of 8 hours (September-June) and 12 hours (July-August) of weekly outcome and play-based programming for children and youth;
- Ensure youth voice informs the design and delivery of the program;
- 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.; and
- Recognize and celebrate community partners, volunteers and participants for their contributions and involvement in the event.
- With the support of the Community Supervisor, facilitate presentations to community leadership to create awareness and support for the program;
- Display booth at community events to create awareness of Right to Play (RTP) goals and objectives;
- Respond to inquiries and requests in regard to the program from community members and leadership;
- Identify potential community partners that could assist in creating awareness of programming opportunities among children and youth;
- Other duties as required

ACCOUNTABILITY

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

WORKING CONDITIONS

- Develop positive relationships with youth and external partners;
- Develop supportive and professional rapport with Inuuqatigiit Centre staff

SKILLS AND KNOWLEDGE

- Inuit/Indigenous descent required;
- Written and spoken fluency in English required;
- Knowledge of completing reports and collecting program data and statistics;
- Strong verbal and written communication skills;
- Ability to function effectively in a high stress, high noise environment;
- Highly motivated, self-starter and committed to program success;
- Positive attitude and employees. strengths- based approaches to working with children and youth; and
- Ability to operate computer systems and relevant software.

QUALIFICATIONS & REQUIREMENTS

- Community College diploma in Community Services (Child & Youth Worker, Recreation & Leisure; Social Service Worker, Early Childhood Education), Career Counselling or equivalent relevant community and/or youth work experience;
- Knowledge of and/or education in Indigenous or Inuit culture and world views as it is applied to Child and Youth Development;
- One-two years' experience facilitating workshops for groups of 10 or more;
- One-two years experience in working with you and children in recreation, arts and culture programming;
- Coaching and mentoring skills;
- Strong planning and coordination skills;
- Strong decision-making skills;
- Interested in being part of community development;
- Experience coordinating large events of 50+ people; and
- Experience working with Inuit or Indigenous communities required.

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

Inuuqatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa. Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies. Job descriptions may be obtained by email or on the website.
Note that accommodations are available for applicants with disabilities throughout the recruitment process.

If you require specific accommodation, please contact the HR Department through the 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.
Only those applicants selected for an interview will be contacted.
This position is dependent upon funding approval.
We do not use automated or AI- based systems to screen candidates.
All applications are assessed by qualified
hiring professionals We thank all those
who applied