



## Program Coordinator Job Description

**Position:** Let's Play Fair - Program Coordinator  
**Type:** Independent Contractor, 2 Year minimum commitment  
**Position Location:** Gatagara, Rwanda, Southern Province  
**Program Location:** Gatagara, Rwanda (120 minutes outside of Kigali)  
**Start Date:** July 1, 2021 or earlier  
**Compensation:** Dependent on experience. **Includes** Housing at KPI Guesthouse, KPI related expenses; internet, phone, Visa, transportation.

### MISSION

Promote gender equity through sport and the Olympic Values in post genocide affected countries.

### VISION

Build a global community in which the power of sport enables boys and girls to positively challenge and shift gender, social and cultural norms that reinforce gender *inequality*

### OVERVIEW

[Kids Play International \(KPI\)](#) has been working in a rural community in Rwanda called Gatagara since 2012 and is primarily working towards reducing negative gender stereotypes and improving the leadership skills of women and girls so they can forge their own paths. Both our Let's Play Fair (LPF) and new All Girls United (AGU) programs methodically encourage both girls and boys to challenge harmful gender stereotypes; and they help girls find their voices in order to transcend restrictive conceptions of femininity, become confident leaders and self-advocates, and ultimately attain better educational, employment, and healthy living outcomes.

### GROWTH:

KPI is working to continue the transition of the day-to-day operations of our programs to the local coaching staff in Rwanda. Additionally, creating a replicable program model and gender sensitive foundational workshops that will enable us to deepen our impact and expand our reach in the years to come. KPI also organizes and hosts multiple annual volunteer trips to help cultivate KPI supporters and donors; providing rewarding cross-cultural experiences between US Volunteers and our Rwandan players, coaches and greater community.

### JOB DESCRIPTION

Kids Play is seeking a motivated Program Coordinator who recognizes that sport can create social change. This is also someone who is excited and inspired to work in a rural village helping to empower local coaches and both girls and boys to challenge harmful gender stereotypes which can create a more equitable society. KPI's PC should ideally be someone who has lived or travelled abroad, played/enjoys/understands how sport can be used as a tool to promote social change, is an advocate for equality between girls and boys and has excellent organizational, writing and communication and presentation skills.

The overall responsibilities will include; diligently implementing and facilitating high quality gender equity programs through sport, developing sport-based lessons for weekly curriculum for our Let's Play Fair, Play Fair Community Day programs, facilitating our Play Fair Workshop to local partners (coaches/teachers), planning and executing special events/camps throughout the year, leading coach capacity trainings, assisting in coach and youth professional development trainings, working with local partners, executing required activities within awarded grants, building deeper impact with our partner schools, observing, reviewing and collecting data and writing of reports for all program. Mentoring and



building skills and capacity of local staff to increase day to day responsibilities on the ground. Cultivate and contribute to strategic in-country partnerships, and business development efforts, and provide strategic direction and recommendations for long term program development and model replication in conjunction with our US Program Director.

Candidates must be interested and committed to working and living at Kids Play's Guesthouse located in the *rural* village of Gatagara, Rwanda.

### **SCOPE OF WORK & DESIRED OUTCOMES:**

#### **Your Primary Duties and Responsibilities are:**

##### **Program Management**

- **Let's Play Fair (LPF)**
  - Accountable for execution of high quality sport and gender programs, ensuring all projects meet targets and deliverables as outlined in KPI's annual plan and/or grant agreements
  - Design implementation plans for, and oversee execution of, weekly LPF program
  - Oversee and support KPI Coaches
  - Conduct program monitoring and evaluations according to the program evaluation framework with the assistance of our Program Director and provide recommend changes to enhance the program to our Program Director.
  - Take leadership initiative to execute changes as appropriate.
- **Play Fair Community Day Sessions (PFCD) and Special Events-** these sessions take on different forms each week and will be organized in conjunction with other KPI Staff. For some sessions you will need to find-schedule partner organizations to assist, all sessions will be evaluated and summary snapshot reports written for the below activities.
  - Healthy at Home- Parent Education Sessions to create healthier families using our PF Skills
  - Happy Hour Sessions- Community Sessions around mental health and sport
  - PFCD KPI Player-led Sessions- aimed at non KPI Community Youth to learn about KPI
  - Special Community events around International Women's Day, Olympic Day, etc.
- Assist with other KPR programming or grant activities when needed
- Maintain ongoing communication and relationships with key stakeholders including partner schools, parents, community members, donors and strategic partners as needed

##### **Leadership & Staff Development**

- With support from technical experts as necessary, develop and deliver ongoing capacity building trainings for Coaches as well as Professional Development.
- Responsible to ensure Coaches are motivated and compensated (or reimbursed) appropriately and in a timely manner
- Conduct performance management evaluations for all program staff
- Ensure that personnel files for all KPI team members are properly maintained and kept confidential
- In consultation with Program Director; recruit, hire, train and manage well qualified in-country program staff as necessary
- Ensure all new team members (coaches, players, staff) receive appropriate orientation and training in accordance with organizational standards

##### **Monitoring & Evaluation**



- Use KPI's program evaluation framework to assess the strengths of the program and to identify areas for improvement and provide monthly feedback and guidance reports to Program Director.
- Conduct regular monitoring and evaluation of curriculum delivery and facilitation skills of Coaches and staff to inform ongoing capacity building trainings and workshops
- Ensure accurate and timely M&E data collection from all activities in order to monitor reach and impact of programs
- Collect both qualitative and quantitative information to inform program progress against output targets as well as intended outcomes, and assist the Program Director to report back to key stakeholders

### **Financial Management**

- Ensure proper financial procedures are being followed by all staff members
- Submit timely weekly expense report to Program Director, Accountant and President
- In consultation with Program Director, Accountant and President, monitor, approve, track and report budgeted program expenditures
- Help to manage budgets and grants effectively and ensure accurate and timely reporting back to donors

### **Business Development**

- Cultivate and strengthen relationships with a wide variety of partners including local implementing partners, donors, government agencies, and multi-lateral agencies in order to partnerships and funding opportunities with like minded local organizations
- Explore local funding opportunities with like minded local organizations
- Support the development of new proposals, budgets, and concept papers as opportunities arise
- Assist in creating quarterly program newsletters, and maintain weekly KPI Facebook, Instagram and Twitter as it pertains to programming.
- Capture photographs, videos, and testimonials of participants and Coaches for social media, website, and funding purposes.

### **On-sight programming and oversight**

- Required to be at program 4x/week and for PFCDs
- Weekends are typically taken on Friday / Saturday

### **Compensation:**

- Dependent on experience
- **Includes** Housing at KPI Guesthouse with utilities
- KPI related expenses; internet, phone, transportation.
- Visa

### **How to Apply:**

All candidates should email a cover letter describing their interest and qualifications and a current resume to: [info@kidsplayintl.org](mailto:info@kidsplayintl.org). Please include "RWA Program Coordinator" in the subject line.

Deadline ASAP. Visit our website: [www.kidsplayintl.org](http://www.kidsplayintl.org) to learn more.

*The above roles and responsibilities are intended to describe the general nature and level of work to be performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. Management retains the discretion to add to or change the duties of the position at any time.*