

Roots and Wings Summer Program Coordinator

Job Description

Contract from May 6 - September 8

Total of 180 hours

Maximum compensation (at 180 hours) is \$4500 (\$25/h)

Application Deadline: April 12, 2024 at 11:59pm - email your resume and cover letter to rootsandwingskingston@gmail.com

About Roots and Wings

Roots and Wings Kingston is a working group under OPIRG Kingston. It serves youth of colour between the ages of 8 and 14 in Kingston, ON, with specific programming targeted towards girls, trans, Two-Spirit, and gender non-conforming adolescents. Through Roots and Wings, youth engage in structured and enjoyable activities centered around heritage building, community engagement, identity exploration, skill development, and social justice.

Roots and Wings started in 2017 as a group for racialized girls, trans and gender nonconforming youth and their families to come together and build community through values of care and anti-oppression and through collaborative feminist praxes. We create programming that encourages youth to explore their identities, engage in local and global social justice issues, be empowered to teach and share their skills and talents, and build community and connect with local activists.

We are a small volunteer run and led organization that prioritizes building connections with families, community members, and local organizations. Roots & Wings is powered by family engagement and regular troupe participation. The Summer Program Coordinator will help to promote Roots & Wings throughout the community, engaging with local organizations and groups that interact with racialized families in Kingston. This is a flexible role. The incumbent may work remotely for much of the contract. **The Summer Program Coordinator must attend some events and outreach opportunities in person in Kingston, ON.** The incumbent will report to a member of the core R&W team and will work collaboratively with other members of the Roots and Wings Collective.

As a grassroots community organization committed to serving Black, Indigenous, and other racialized families in Kingston, we strongly encourage people who identify as Black, Indigenous

or persons of colour to apply. We aim to be inclusive of all people. Please let us know how we can better accommodate you in the interview process.

Role and Responsibilities

The Summer Program Coordinator will work closely with the R&W collective to increase youth and family engagement with Roots & Wings through strategic workshop planning, by coordinating community outreach opportunities, and by engaging Roots and Wings volunteers to help facilitate workshops and other programming.

Workshop Planning

- Draft and create a workshop calendar for fall and winter 2024-25 programming cycle in collaboration with the R&W collective
- Liaise with community organizations and potential workshop leads to coordinate workshop planning
- Brainstorm workshop activities based on relevant and child-appropriate social and environmental justice themes and with consideration of interests of R&W youth
- Track and report all necessary documents and information regarding workshop planning including, but not limited to, expenses, communications, and supplies needed and/or purchased
- Create and distribute promotional material for workshop registration

Community Outreach

- Communicate and collaborate with relevant community groups to promote R&W to families in the Kingston-region
- Facilitate and attend community events
- Communicate with current and potential Roots & Wings families by organizing a summer outreach event in collaboration with the R&W collective
- Record the success of various outreach opportunities for future reference
- Create and update a list of current R&W families and community contacts
- Brainstorm and implement new outreach opportunities

Volunteer Coordination

- Create and update list of current R&W volunteers
- Organize volunteer social opportunities
- Communicate with volunteers for workshop planning and facilitation
- Brainstorm ongoing outreach opportunities to engage potential R&W volunteers
- Manage volunteer communication

Competencies

- Strong organizational skills (required)
- Strong communication skills (required)
- Ability to work independently (required)
- Ability to create safe and welcoming spaces for Black, Indigenous, People of Colour and two-spirit, lesbian, gay, bisexual, trans, queer, + youth and their families (required)
- Interest in social and environmental justice (required)
- Experience in youth programming (considered an asset)
- Experience with program planning (considered an asset)
- Knowledge of Kingston-area community groups (considered an asset)
- Knowledge of poster design platforms, such as Canva
- Knowledge of social media platforms

Compensation

- Contract from May 6 to September 8 - total of 180 hours
- Total compensation for 180 hours is \$4500 or \$25/h
- Flexible hourly work. While the average number of hours is 10 hours a week, some weeks you may work more hours than others.

Important Notes

As a grassroots community organization committed to serving Black, Indigenous, and other racialized families in Kingston, we strongly encourage people who identify as Black, Indigenous, or persons of colour to apply.

We aim to be inclusive to all people. Please let us know how we can better accommodate you in the interview process.

The incumbent is a contractor of Roots and Wings, a working group of OPIRG Kingston. As such, you will be paid the determined contract amount over bi-weekly payments. We will not be deducting taxes. All income made must be reported for income tax purposes.

How to Apply

Please send your resume and cover letter to rootsandwingskingston@gmail.com no later than April 12, 2024 at 11:59pm.