

**Position Title:** Leader in Training Resource Counsellor

**Report to:** Executive Director or designate  
Program area heads when using their areas.

**Schedule and commitment:** May to August. The LIT Director is a 24 hour responsibility with time off each day. In addition staff receives one 32 hour period off each week.

**General description:**

The L.I.T. Resource Counsellors will design, coordinate and lead the Leader in Training program (four weeks) and the Pre L.I.T. program (one week). As a team of two (male/female), they will teach a variety of leadership skills through a variety of sessions, hands on practice, printed resources, participation and by enthusiastic example. The program is designed to challenge and encourage the L.I.T.s to grow in their faith, develop camp skills, to use problem solving strategies and to work as a team.

**Specific Responsibilities:**

1. Develop lesson plans and teach for hard and soft skills.
  - a) Soft skills: group dynamics, leadership and communication styles, camper characteristics, inclusion.
  - b) Hard skills: canoeing, archery, low ropes and tripping skills.
2. Provide ongoing support to each individual L.I.T. in their process of maturing from camper to staff and encourage them to define and develop their individual goals and objectives.
3. Be aware of and adhere to all ACQ (Association Des Camps du Quebec) standards and camp regulations and policies including what is set out in the GCCRC staff manual.
4. Attend ACQ Leader in Training Director Training (offered by ACQ - usually early May).
5. Assist the Executive Director in the planning and implementation of the pre-camp orientation program; attend all pre-camp training sessions, including staff orientation weekend early May.
6. Order program supplies with approval of the Executive Director.
7. Organize L.I.T. participation within the camp program outlining the expectations and responsibilities of each role.
8. Assist staff members in supervision of L.I.T.'s by providing them with clear instructions and expectations.
9. Assist other staff members in motivating, and utilizing L.I.T.'s to enhance cabin life and work with campers.
10. Work with the program area staff in providing opportunities for programming with L.I.T.'s.
11. Organization the smooth running of L.I.T. living quarters and meeting areas.
12. Lead L.I.T. bible study sessions encouraging its importance particularly on trips.
13. Assist with promotion of L.I.T. program and conduct interviews of potential L.I.T. candidates.
14. Develop resources and equipment for the L.I.T. program, trips and special projects.
15. Coordinate with the Executive Director: Out Trips, Special Programs, Cabin Assignments, General Schedule, Work Projects and Volunteer Opportunities.

16. Provide the Director and participants of the L.I.T. program with a written evaluation at the end of the program.
17. Conduct L.I.T. evaluations, design and administer final exam as per ACQ standards.
18. Prepare and submit a final written report to the Executive Director.
19. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.
20. Within reasonable limits, perform other duties as assigned by the Executive Director.

**Qualifications and Necessary Skills:**

1. Minimum 2 years' experience in camping program and/or youth ministry with minimum of one year counselling experience.
2. Demonstrates a strong Christian faith and a willingness to serve.
3. Strong leadership skills with an ability to teach and facilitate.
4. Excellent communication, organizational and planning skills.
5. Ability to work as a team.
6. Standard first aid and CPR, preference will be given to those with NLS qualifications.
7. Canoeing experience with ORCKA certification would be preferable.
8. Possess a valid Police Clearance Check with Vulnerable Sector check

**Screen Procedure:** In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes completing a teacher/ leader form, and, in the case of prospective teachers/ leaders, an interview by two people, a reference check, and a Police Records Check for high risk ministries.