

Job Description: **Act Five Resident Leader '25-'26**

Hours: *Full-time*

Effective Date: *Minimum commitment of August 2025 – April 2026.* Proposed move-in: May 1, 2024.*

Position Needs: Seeking between 1-2 resident leaders for the 2025-2026 Program Year

Position Reports to: *Act Five Program Manager*

Introduction to Act Five

Act Five facilitates the Christian discipleship of young people, preparing them for rooted & engaged lives. We are committed to the Christian formation that happens through intentional communities of learning & practice, and we are excited by how young people have been shaped through this community over our first five years.

Based out of Hamilton, ON, Act Five is moving toward its seventh program year in Fall 2024. Act Five operates out of a large home in a downtown Hamilton neighbourhood, running a gap year program and a [residency program](#). For more information on Act Five, visit www.actfive.ca/about/mission.

The **Resident Leader** (RL) position works specifically with our 8-month gap year program, which is geared toward rooting emerging adults (17-20 year olds) in a community home, while leading them into new places and new experiences that are facilitated to deepen their walk with Christ, grow their understanding and practice of the Christian life, and prepare them for future pathways. Students and resident staff live together (alongside other young adult residents), while students work through courses, complete field placements, engage missionally in the city, go on several trips, and benefit from intentional mentorship and community.

What is the Act Five Resident Leader Position?

The **Act Five Resident Leader** (RL) role is a unique live-in position for someone looking for a formational experience & opportunity to disciple young adults aged 17-20 in an intentional Christian community, to grow in leadership & develop skills in program planning and facilitation, conflict resolution, pastoral care, community building, and mentorship. This role is carried out as part of a Resident Leading Team with a high level of support offered. RLs are asked to walk alongside Act Five students through the ordinary days of living in intentional community, while also experiencing – and facilitating elements of – all that the Act Five program and community offers.

When does this take place?

- A preferred (not required) move-in date for May 1, 2025 so as to (a) make 75 Blake St home, (b) become immersed in Act Five's rhythms, and (c) participate in the planning of the Act Five year.
- A required participation in a staff orientation retreat from May 9-10, 2025 (Location TBD). There will be further invitations to join orientation dates/weekends throughout the summer.
- Required move-in date by the weekend of August 16, 2025 at the latest so as to begin two weeks of full-time staff training on August 18, 2025.
- The minimum commitment for this position is from August 17, 2025 through to April 30, 2026*. RLs may be invited to continue for an additional year.

**There are extended follow-up commitments with students through to fall 2026, but these are minimal.*

What does this role include?

Resident Leaders assist in the implementation of the Act Five program by living with the gap year students, mentoring students, facilitating rhythms of the Act Five home, participating in select program activities, attending to critical situations, and having opportunities to lead elements of the program (eg. times of fun, hospitality activities, body care activities, engagement with scripture/worship/arts). In this, RLs encourage students' personal, vocational, and spiritual growth. Residence at the Act Five home is required for the position, as is shared overnight and select weekend on-call responsibilities, and travel on various trips including 3 wilderness trips & a 3-week cross-cultural trip during second term.

RLs work in coordination with the rest of the Act Five staff team and receive significant support in their role. The role is an essential part of who Act Five is and how we lead our gap year program, and it is filled with both unique challenges, opportunities, and gifts.

Finally, if RLs come with gifts and experience in one or more of the following administrative areas (though this is not required), some of the following responsibilities can be considered:

(1) media & communications;

Responsibilities related to Act Five social media, photography/videography and the blog

(2) worship & the arts;

Responsibilities related to facilitation of engagement in arts, worship and bible study.

(3) expense tracking, and general program administration;

Responsibilities related to reimbursement and other forms, receipt tracking, calendar administration, and booking rental vehicles

(4) city & neighbourhood engagement

Responsibilities related to student placement coordination, city events, and hospitality

In addition to the above, RLs should have a full Ontario (or other provincial) license and at least 4 years of driving experience.

Compensation Details:

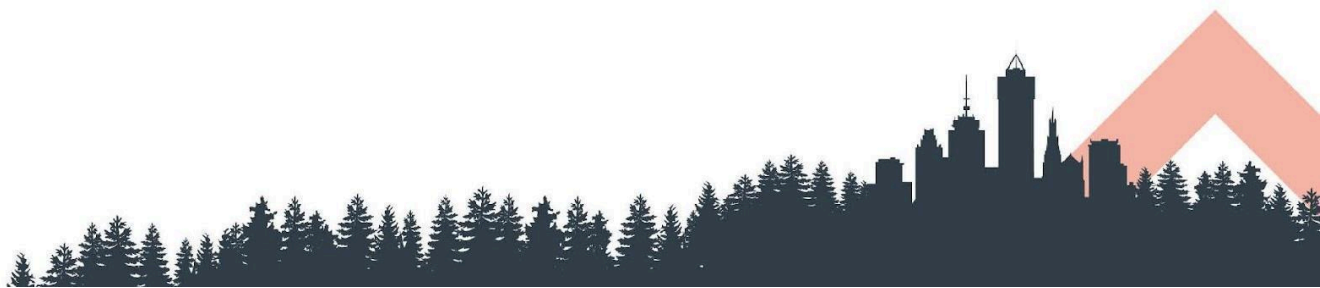
Considering the unique opportunity for a young leader to learn, travel, and grow through Act Five, your compensation package will consist of the following:

- Free housing through the duration of the contract (this is a taxable benefit)
- All program costs including food, travel, cell phone use, and program resources
- Monthly spiritual direction, 2-4 personal retreats per year
- Monthly stipend*

**Monthly stipend of \$1000 with an expectation of RLs to fundraise \$4000 toward the mission of Act Five. Alternatively, RLs can opt to receive a monthly stipend of \$500 with no expectations for fundraising.*

Details of Responsibilities for Resident Leaders - *All of what follows is understood as being the responsibilities of the Resident Leading TEAM. Reasonable distribution of responsibilities and the protection of time off are values for Act Five:*

- Beyond what a resident leader does, the resident leader role is about being a disciple of Jesus and a member of the Act Five community.
- Build healthy relationships with students and encourage spiritual formation, personal growth, accountability, healthy relationships and mental/physical wellness by:
 - Serving as a community leader for students and coordinating house activities & rhythms.
 - Participating in Act Five program in order to engage students, develop relationships, further Act Five's goals, and address critical situations as they arise. Included:
 - 2-week canoe trip in September with Coldwater Canada
 - Weeklong trip to Manitoulin Island in November.
 - 1-week Amazing Race and End-of-Term Retreat in December.
 - 3-week service trip (likely in January) to either El Salvador OR Louisiana.
 - 4-day winter camping trip with Coldwater Canada
 - 5-6 day backpacking trip in April with Coldwater Canada (location TBD)
 - Other 2-3 day program trips and retreats.
- Leading more focused aspects of community and program life:
 - Facilitation of a "Family Group" for meals & groceries
 - Supporting students during their second-term field placements
 - Initiating activities that facilitate fun, recreation, body care and community life
 - Managing conflict situations as they arise
 - Being accessible with specific on-call hours which include nights and limited weekends
- Contribute to administrative work in planning and implementing the Act Five program. Possible tasks include but are not limited to the following:
 - Media & Communications
 - Worship and/or bible study leading
 - Expense tracking or other administrative tasks.
 - Scheduling, emailing, event planning



Qualifications and Skill Requirements:

- You are committed to the Christian life and have experience in guiding the spiritual life of others.
- You can demonstrate at least a basic understanding of the Act Five mission and vision and are committed to upholding these in your work.
- You are willing to learn new skills, willing to grow and be stretched through your immersion in the Act Five community as you care for the needs of the students.
- You are open to living with ~12 students (17-20 year olds) and other young adults over the duration of your contract. You enjoy being around young people and are able to support rhythms of life ranging from cooking and cleaning to times of worship and prayer.
- You have relevant experiences: completion of Act Five as a student or resident, camp ministry, residence life experiences, community living experiences, overseas travel experience, and/or involvement in various Hamilton ministries.
- You might have experience working in crisis or conflict situations and are willing to learn emergency response protocols. You are willing to take any combination of CPR and First Aid Training, Mental Health First Aid, and/or SAFETalk training as is required.
- You have strong communication skills, including being able to listen well. You are gifted in developing rapport with young people.
- You may have knowledge about what resources are available for young people who are intentionally stepping into an intensive environment - resources for personal wellness, difficult questions, interpersonal conflict management, etc.
- You are able to drive rental vehicles with groups of students and do not have any restrictions on being able to travel internationally (including Covid-19 vaccinations if required by public health).

Position Reports to: Act Five Program Manager

Submit Applications to: jberends@actfive.ca

Applicants are requested to email their application materials (cover letter, resume, contact info for three references) and include a statement that articulates their faith perspective and its relation to the mission of Act Five. Only applicants selected for an interview will be contacted.

Expiry Date: Please submit applications by February 7, 2025 or until positions are filled.