

Ulster Project

– Madison, IN & Enniskillen, NI –



ULSTER PROJECT OF MADISON COUNSELOR'S JOB DESCRIPTION

Job Title: Adult Leader/ Summer Counselor

Organization: Ulster Project of Madison, P.O. Box 422, Madison, Indiana, 47250

Length of Tenure: end of June to end of July (Specific dates TBA when available)

Stipend: \$1000 (Receive \$500 in mid-July & \$500 at the end of the project)

All expenses for activities and /or meals in which the Ulster Project provides for the teens. If necessary, UP may secure a host family for US counselors when available.

JOB SUMMARY:

General Description: Counselor will serve as one of four (2 American/ 2 Northern Irish) full-time leaders providing guidance and supervision to a team of 8 American and 8 Northern Irish teens (age 14-16) participating in a faith-based program designed to promote reconciliation between Protestant and Catholic youth in Northern Ireland. Must work to lead and motivate all Project participants as a mentor, supervisor and supporter of the stated mission and goals of Ulster Project and the local Board (to include elected officers and/or their designees).

Ulster Project requires full-time commitment with flexible scheduling over the period of late June through late July.

Requirements:

- Applicants must have a sense of personal responsibility, have a commitment to moral leadership/ social action, and be a practicing Catholic or Protestant.
- Applicants must be at least age 21, be in possession of an unrestricted valid driver's license, and have reliable personal transportation.
- Applicants must have demonstrated experience in leading/counseling youth, preferably in a faith-based or school-based setting.
- Applicants must be punctual and available to attend all scheduled Ulster Project events, including sessions prior to the summer schedule. Exceptions must be pre-approved by Ulster board.
- Applicants must not hold or express partisan opinions or affiliation with political, paramilitary, or religious entities in/ or associated with Northern Ireland.
- Applicants must be willing to work as part of a team with Northern Irish and other American youth counselor. The Northern Irish leaders are the legal guardians of the NI teens while in the US, which unlike the American leaders, positions them as primary decision makers in matters regarding the Northern Irish teens.
- Applicants must use reasonable judgment in protecting the safety of all participants, the public at large, and the reputation of the Ulster Project of Madison.
- Applicants must commit to standards of appropriate relationship between leader and teen. Special attention is drawn to importance of avoiding not only the situation of, but also the appearance of a "dating" or personal relationship with any teen participant during or after the Project for a period of one year from the time the Youth Leader assignment concludes.

- Youth Leaders are prohibited from consuming alcohol/ tobacco during or within a reasonable time period prior to scheduled Project Activities. Illegal drug use is prohibited.
- Applicants must be willing to complete evaluation at the end of the Project Session.

ESSENTIAL FUNCTIONS:

1. Supervise and participate in the daily activities for teens
2. Model and facilitate conflict resolution. Counselors will be responsible for gathering and facilitating ice-breaker, team building and peace education activities/"games"/discussions. It is advised that counselors research and devise plans for such activities after the time of hiring and before the mid-June meeting with host families/teens. Consult Board and/or Activities Chair for estimated amount
3. Advise host families and chaperones
4. Encourage a safe and positive environment within the parameters of the Ulster Project Mission
5. Interpret rules, policies, and procedures of the Ulster Project to the teens in a positive manner. If conflict arises regarding specific rules, work with Board member(s) to resolve. Applicants must be able to communicate proactively with the Executive Committee regarding any problem situations.
6. Applicants must be willing to work as reasonably directed by outside activity leaders, including Discovery Leaders, Service Project Leaders, and Ulster Project adult volunteers. The Ulster board maintains final authority and should be considered a resource as counselors and participants work to accomplish the Project's goals.
7. Applicants must respect the privacy of all Project families and only discuss issues within the chain of command. Applicants must also use discretion when speaking about Project or teen issues and do so only when in a private setting with an appropriate audience.
8. Serve as a positive role model to teens in personal language, appearance, and health habits
9. Facilitate good public relations for individuals, agencies, and the community-at-large
10. Be supportive of the volunteers, Ulster Board and its outlined policies in your role as leader. Disagreements and issues that may evolve should be discussed in an adult manner with the President and Board, and not in other settings that could be divisive to the stated Mission.

OTHER RESPONSIBILITIES:

1. Work with teens and other leaders to plan and perform at major fundraising event during Project (approximately 30-40 minutes)
2. Develop a PowerPoint presentation (slide show) for the Commissioning Service
3. Drive vans with teens and counselors to and from Ulster events as needed
4. Provide general organizational assistance to the Board with appropriate written and oral reports
5. Maintain contact with the Board in weekly meetings to discuss issues, problems, successes and upcoming activities; counselors and/or the Board may request additional meetings in emergency situations or when deemed necessary
6. Maintain contact with the President or daily coordinator to obtain monies, tickets, information for events
7. Other duties as deemed necessary by Board or Committee members.

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SUPERVISION:

Received from: Madison Ulster Project Board of Directors

Given to: Ulster Project Teens

JOB QUALIFICATIONS:

Education/ experience required:

Training in a human services field or education

Skills required:

1. Strong interpersonal skills as well as written and oral communication skills
2. Organizational skills
3. Commitment to the principles of the Ulster Project
4. Ability to establish a good working rapport with American and Irish teenagers, parents, community members, and Ulster Project Committee Members
5. Able to work collaboratively on a team with two American and two Irish Counselors
6. Diplomacy, particularly in the areas of skills #4 and #5.
7. Computer aptitude a plus to establish an online group for photo sharing of activities and complete Power Point presentation

Physical/ emotional standards:

Stamina, mobility, maturity, flexibility, ability to work under pressure