



Hespeler Village
Neighbourhood Association

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LIT PROGRAM INFORMATION

Responsible To: Community Engagement Coordinator, Program Coordinator and Program Leaders

Primary Role: LIT is a leadership program for youth that have a genuine desire to work with children and develop their leadership skills. As a group, LITs will create unforgettable memories and lasting friendships as they work together during programs with HVNA. As individuals, each LIT will grow in confidence, make a difference in kids' lives, and be on their way to potential employment in the future. On a daily/weekly basis LITs will assist with daily program whether it's arts, crafts or games for children ranging in ages from 3-12 years, as well as, contribute to ensuring a safe and clean program site. Each LIT will work cooperatively with other LITs, Program Leaders, the Program Coordinator and report directly to the Community Engagement Coordinator.

Qualifications:

- An interest in working with children
- Past leadership development experience through schools, churches, clubs etc.
- Good communication skills and the ability to work with others
- Knowledge of songs, games, crafts etc.
- LEAD Certification
- High Five Certification
- Standard First Aid CPR C – Highly Recommended

LIT Responsibilities:

1. Assist with the supervision of a small group of children and youth
2. Assist with activities such as crafts, songs, and games
3. Help participants respect and follow program rules
4. Ensure the safety of the participants at all times
5. Attend all appropriate program meetings and trainings
6. Work cooperatively with peers
7. Respect all participants, peers, staff, and yourself

8. Share suggestions for improving the program experience
9. Adhere to program rules and follow guidance of Program Leaders
10. Follow all policies and procedures as outlined in manual, including COVID-19 policies and procedures
11. Maintain open lines of communication with parents; provide a high level of customer service to the public
12. Participate in self-evaluation and evaluations by Program Leaders and the Community Engagement Coordinator during and at the end of the program session
13. Follow designated dress code
14. Maintain confidentiality of information regarding participants, volunteers, program site, and staff

Goals of LIT Program for Each LIT:

- Plan and execute multiple games, crafts or other activities
- Practice first aid when it is necessary and needed
- Develop and understand individual leadership style
- Practice problem solving and conflict management skills
- Work as part of a team to develop teamwork skills

For any questions or concerns about the LIT program, please send an email to Lauren DaSilva, Community Engagement Coordinator at laurend@hvna.ca

Sign off:

Name: _____ Date: _____