



## Overview of the Role

A Village Junior Counsellor (JC) is a 16-17-year-old who supports the Village programme leaders and staff with the delivery of the programme. JC is a bridge between delegates, leaders and staff, as they may be able to build a better relationship with programme participants due to the smaller age gap. JCs are responsible for creating a positive and friendly atmosphere and contributing to the participants' learning and development from a role-model perspective.

## Key Responsibilities and Tasks

### *Before the programme*

- Learn about the CISV's educational purpose and complete the required training
- Be involved with participants during local activities and begin training toward their role.
- Develop leadership skills during activity days
- Prepare to take on an ambassador role for their country of origin
- Learn about the Village programme, its goals and how it is delivered
- Ensure that personal forms are submitted correctly and within established deadlines
- Set up and maintain contact with the sending Chapter/Association

### *During the program*

- Meet the delegates, leaders, other JCs and the staff team
- Represent their respective CISV Association
- Make sure the delegates feel comfortable and are part of the camp
- Be a role model for the delegates, complying with the established policies, procedures, rules and schedules
- Work with other leaders and staff to plan activities for delegates
- Identify hazards and risks and make sure they are addressed
- Communicate and help with any issues concerning delegates' health and well-being
- Attend camp meetings and help make decisions that benefit the camp as a team

### **After the programme**

- Enable the connection between the programme participants and the Chapter so they can stay involved in the CISV community
- Give feedback/evaluation to their sending chapter

## Time commitment

Involvement before the programme (i.e. candidates should attend the activity days scheduled by the Chapter), during the whole duration of the programme and completing activities after the programme.

## Working relationships

- Local Chapter,
- Camp Director,
- Staff and leaders,
- Programme participants,

## Reporting structure

This role is overseen by a local Chapter volunteer before the camp commences and by the Camp Director whilst the camp is taking place.

## Key Competencies

### *Attitude:*

- Friendship: finds common bond and is kind to others; displays positive communication, empathy and openness to new perspectives
- Cooperation: works together and supports others towards the common goal; is supportive, goal-oriented, respectful to other contributions and accountable
- Enthusiasm: brings energy and passion to everything we do; is motivated, has a positive attitude, demonstrates self-care and creativity
- Engaged - shows up, participates, and learns with a positive attitude; is committed and approachable, proactive, available, prepared, and reliable.
- Inclusive – is open, accepts and respects others; creates a safe and inclusive environment for all, actively seeks diversity and appreciates other perspectives

### *Skills:*

- Sufficient level of verbal and written English to be able to understand and communicate comfortably.
- Ability to adapt to different cultural and group dynamics.
- Child Development and Care skills (basic/intermediate)
- Planning and facilitation skills/Ability to plan and run activities
- Ability to deal with/manage sensitive situations/conversations
- Ability to constructively contribute to the running of the team

### *Knowledge of:*

- Understanding of CISV's mission, vision and values
- High awareness of Diversity, Equality, Inclusion and Belonging
- Understanding of Health and Safety and Safeguarding regulations and approaches

### *Experience of:*

- Working with children and creating positive educational experiences
- Previous experience in the Village Programme
- Experience with CISV activity planning and content

## Required training

Relevant training (either via face-to-face, virtual, documents such as policies, procedures and guidelines, etc.) will be provided during the onboarding process and throughout the process of volunteering, to ensure that the role holder is confident and competent to perform in their role. This may include:

- Essentials of Peace Education
- Risk Management and Safeguarding
- Village programme training

## Other requirements

- Recruitment and safety checks
- Volunteer Agreement and Code of Conduct
- Passport if international travel required

- Ability to obtain a visa if needed
- Payment for travel and program participation fees is required
- Programme maintenance costs are required to be covered by the role-holder