

Job Description: **Act Five Resident Leaders '26-'27**

Hours: *Full-time*

Effective Date: *Minimum commitment of August 2026 – May 2027.*

Proposed move-in: TBD Summer 2026.

Position Needs: Seeking 2 Resident Leaders for the 2026- 2027 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, helping them discern next steps. Through intentional community, thoughtfully crafted travel and courses, engagement in the city and more, we are excited by how young people have been shaped through this place over our first seven years.

Based out of Hamilton, ON, Act Five is moving toward its 8th program year starting **September 2026**. Act Five operates out of a large home in a downtown Hamilton neighbourhood, running a [Gap Year Program](#) for 18-20 year olds and a [Residency Program](#) for those 21 and up.

The **Resident Leader** (RL) position works specifically with our 8-month Gap Year program, which is geared toward rooting emerging adults (18-20 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, staff and residents live together in community, while students work through courses, complete field placements, engage missionally in the city, go on several trips, and benefit from intentional mentorship.

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 18-20 in an intentional Christian community while learning and adventuring alongside students and residents. In this, RLs develop a range of soft and hard skills: leadership skills, program planning and facilitation, conflict resolution, pastoral care, community building, hospitality, discernment, and mentorship.

This role is carried out as part of a Program Team with a high level of support offered. RLs do life 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 offers.

When does this take place?

- A preferred move-in date during the summer of 2026* 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 program.**This is TBD for 2026 given summer renovation plans.*
- A required participation in a Staff & Board Retreat from May 7-9, 2026 (Location TBD). There may be further requirements to join 1-2 orientation dates/weekends throughout the summer.
- Latest move-in date is August 16, 2026 to allow a week to settle before the work begins.
- Full-time work begins with staff training on August 24, 2026.
- The minimum commitment for this position is from August 16, 2026 through to May 31, 2027*. This will include a Staff & Board Retreat again.
**There are extended follow-up commitments with graduates through to September 2027.*
- RLs may be invited to continue for an additional year.

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 but not limited to 3 wilderness trips & a 3-week cross-cultural trip during second term.

The role is unique in that it involves entering into the shared life of a community and learning alongside students throughout the year. While the role is intensive by nature, care is given to provide extended times off over Thanksgiving, Christmas, the month of May as well as planned times away in coordination with the Program Team.

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 Act Five, and it is filled with both unique opportunities and challenges.

Finally, if RLs come with gifts and experience in one or more of the following areas, 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
- (5) property care
Responsibilities related to upkeep, maintenance and projects on the home and property

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, a portion of cell phone use, and program resources
- Monthly spiritual direction, 2-4 personal retreats per year
- Access to rich learning & development experiences
- Monthly stipend between \$750 and \$1000 per month, pending previous experience.

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 are considered with support from the Program Manager:*

- Beyond what a resident leader does, the resident leader role is about being a disciple of Jesus, a learner, 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
 - 1-week 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 the USA.
 - 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
- In addition to “working hours”, Resident Leaders join in a range of educational programming on a case-by-case basis to participate in their own learning. Examples of this include Indigenous Learning, Discernment and “The Six Acts” course. To learn more, see Act Five Courses [here](#).

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.

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 letter 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 January 31, 2026 or until positions are filled.

