

# Introduction

## NATIONAL CADET OFFICER'S MESSAGE

Welcome to a flexible, imaginative manual for leaders of the St. John Ambulance Youth Programs.

This update to the *Youth Leader's Manual* would not have been possible without the generous support of **La Fondation J. Armand Bombardier**.

Through their valuable financial contribution, we have also begun the development of a complete Training Program to be available in both English and French.

The leaders of St. John Ambulance who work with Juniors, Cadets, and Crusaders are unique individuals who especially enjoy working with today's young people. St. John Ambulance has recognized the need to have a consistent program of leadership development for all its youth leaders. This manual has been developed for them:

- ⇒ to provide information and ideas to advance the knowledge, abilities and experience of leaders working with youth;
- ⇒ to enhance the quality and effectiveness of the Youth Program within the Brigade; and
- ⇒ to be used as both a guide, and the course content for the *Youth Leader's Training Program*.

The first edition of this manual was published in December 1997. I wish to thank former National Cadet Officer, Glenn Drinkwater; his predecessor, Lorraine Lapensée – who prepared the original draft of this manual, and James Albery.

This manual is dedicated to the memory of James (Jim) Albery who taught many of us to love life, to recognise the inherent worth of people, and to value hard work, persistence, and excellence.

Good luck!



Francis C. Pitre  
National Cadet Officer

December 1999



*Francis Pitre*

## HOW THE MANUAL WORKS


This manual has been developed both as a guide, and as the course content for the *Youth Leader's Training Program*. The course is intended to provide accreditation for every youth leader in St. John Ambulance Canada by the end of 2003. A few self-assessment tools and sample exercises are provided and you are encouraged to "DO" as many of the exercises as possible.


This manual is also designed as a reference source. The different sections form the basic core content for leading a youth program.

Readers should use this manual in conjunction with the *St. John Ambulance Brigade Leadership Manual, StJCI: Part 2 – Volunteers*, and the information sheets published by National Headquarters entitled *DID YOU KNOW?*


You may presently be working with young people, or you may be coming into a leadership position for the first time. You may have acquired a wide range of knowledge and skills from your life experiences.

Whatever your background, you are encouraged to adapt the information in this Manual to suit your own needs and particular situation. The manual also gives direction to further available resources, including references, exercises and samples. They are identified by the following symbols:

 indicates reference material and suggested training aids. Although this manual was designed to stand alone, there are many references to other valuable resources listed in the *Resources* section. Additional reference material is referred to in the text, and provided as *Appendices*.

 indicates the *Exercise* section which contains workbook and exercise handouts.

 indicates the *Sample* section which contains usable samples of forms and program tools.

 indicates a commonly used term that can be found in the *Resources - Glossary*.

The use and reproduction of any or all parts of this manual is encouraged. Acknowledgement of St. John Ambulance Canada is requested.

## BEYOND THE MANUAL

It is expected that workshops and courses on leadership will be arranged by Councils/Branches to ensure every Youth Leader is accredited.

Divisional Officer meetings, training meetings and other St. John Ambulance functions provide excellent opportunities to discuss issues and enhance the material contained in this manual.

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**EVALUATION**

St. John Ambulance believes that continuing feedback from users of this manual is necessary to ensure the effectiveness of leadership in Youth programs. To help us gather information about your learning experience, please complete this survey and return it to:

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<p><b>RESPONSE CODE</b></p> <p>4 - Excellent 3 - Good 2 - Adequate 1 - Poor 0 - Unacceptable</p>
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Thank you for your assistance.

**MANUAL INFORMATION**

Please circle your response

Practicality/usefulness of topics	0	1	2	3	4
Achievement of purpose of manual	0	1	2	3	4
Effectiveness of resource exercises	0	1	2	3	4
Usefulness of samples	0	1	2	3	4
Usefulness of appendices	0	1	2	3	4
Ease of following and using the manual	0	1	2	3	4
The objectives of the manual met your expectations	0	1	2	3	4
Relevance of manual material to your St. John Ambulance work	0	1	2	3	4
Overall usefulness of manual	0	1	2	3	4
You would recommend this manual to others	No		Yes		

(continued)

**ADDITIONAL COMMENTS**

Comment on ways in which you found the manual content either useful or not useful.

What are the major strengths of the manual?

What are the major weaknesses of the manual?