



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Associate Vice President, Peer Support</b>
<b>Supervisor:</b>	Vice President Student Support & Programming
<b>Remuneration:</b>	\$16/hour (5-10 hours per week)
<b>Hours of Work:</b>	vary throughout the year
<b>Term:</b>	June 1 <sup>st</sup> – April 30 <sup>th</sup>

### **OVERVIEW:**

The AVP Peer Support manage and maintain the USC Peer Support Centre (PSC), including all its programs, services and operations, but not limited to: volunteer management, public education programming, and space management. They manage all logistical aspects of the center and work alongside other stakeholders in the program. The AVP Peer Support also supports the Food Support Services Coordinator and the Health Promotions Coordinator, and assists the Vice President Student Support & Programming in initiatives pertaining to wellness programming.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for the recruitment, scheduling and day-to-day management of the Peer Support Centre volunteers.
- Responsible for organizing and implementing training for Peer Support volunteers with the USC VP Student Support and Programming
- Responsible for designing and implementing promotional campaigns, which generate awareness on Peer Support Centre space usage policies, resources, programming, office hours and volunteer opportunities.
- Oversee the Food Support Service Coordinator and the service offering through the FSS program.
- Oversee the Health Promotions coordinator and all affiliated events.
- Organize events twice a semester and student “stress-relievers” in the Peer Support Centre.
- Develop and maintain content for the Peer Support Centre on the appropriate USC affiliated web pages.
- Gather feedback from Western students and PSC volunteers to inform changes to PSC organizational policies, practices and procedures.
- Oversee and submit the Peer Support Centre operating budget to the Vice President Student Support & Programming every semester.
- Provide programming assistance and administrative support to any member of the USC who wishes to utilize the PSC programming space.
- Attend weekly meetings with the Vice President Student Support & Programming.
- Organize monthly discussion groups and workshops facilitated by community partners.
- Assist in the facilitation of volunteer initiated campaigns, programming and awareness campaigns. The volunteers should have an active role not only in assisting students that drop into the space, but additionally in providing programming and awareness to the greater campus community.
- Lead the Peer Support volunteer team and create opportunities for their involvement in the centre’s operations.
- Adhere to USC bylaws, policies and procedures.
- Complete a final report at the end of the winter academic term (April) in compliance with the

USC's Final Reports Procedure.

## **QUALIFICATIONS:**

- All AVPs must be an undergraduate student as defined by Western University during the school year they are in the AVP role.
- An AVP cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **General:** It is preferred that applicants have prior knowledge, background or experience with the Peer Support Centre. Qualified candidates for this position will have a familiarity with the political and organizational structure of the PSC/USC and an understanding of its services and operations.
- **Interpersonal Communication:** The AVP Peer Support position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The AVP Peer Support will act as project manager for all the projects incumbent upon the PSC Volunteers to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The AVP Peer Support should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Time Management:** The AVP Peer Support should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
- **Compassionate Demeanour:** The AVP Peer Support should be open minded, supportive and empathetic.
- **Background Knowledge:** The AVP Peer Support should have an understanding and a willingness to learn about campus and community resources, and have a general understanding about student issues related to LGBTQ2+ students, gender-based issues, mental health and addiction, cultural competency, etc.

## **TRAINING:**

- The AVP Peer Support will be required to attend all USC-mandated training sessions for Associates, as determined by the VP Student Support & Programming and the USC Human Resources Department.
- The AVP Peer Support will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.