



University Students' Council – Position Description

Position Title:	Associate Vice President Peer Support
Supervisor:	Vice President Student Support & Programming
Remuneration:	\$17/hour (5-10 hours per week)
Hours of Work:	Vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

The AVP Peer Support is expected to 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 will oversee all logistical aspects of the Center and work alongside other stakeholders in the program. The AVP Peer Support will manage the Peer Programs Volunteer program: a division of Peer Support dedicated to supporting students with lived experience in mind. They will also assist the Vice President Student Support & Programming in the implementation of intersectional wellness programming for the student body.

DUTIES AND RESPONSIBILITIES:

- Recruit, schedule and manage the day-to-day operations of the Peer Support Centre volunteers with the support of the Peer Support Centre Administrative Coordinator..
- Organize and implement a comprehensive training program for Peer Support and Peer Programs volunteers in collaboration with the Peer Support Administrative Coordinator and USC VP Student Support & Programming, using the Peer Support Strategic Report as a reference guide throughout the process.
- With the support of a leadership team, design and implement promotional campaigns, programs, and initiatives to generate awareness of Peer Support Centre space usage policies, resources, and programming with a focus on equity, diversity, and inclusion.
- Design and implement at least two wellness initiatives per semester.
- Develop and maintain content for the Peer Support Centre on the appropriate USC affiliated web pages.
- Consult with the VP Student Support & Programming and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
- Oversee and submit the PSC operating budget to the Vice President Student Support & Programming every semester.
- Attend weekly meetings with the Vice President Student Support & Programming.
- Lead the Peer Support and Peer Programs volunteer teams and create opportunities for their involvement in the centre's operations. 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.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.

- Asks for help with projects and tasks as needed.
- Complete a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

- All AVPs must be an undergraduate or professional 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 LGBTQIA & 2S+ 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 People and Development
- The AVP Peer Support will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.