



University Students' Council – Position Description

Position Title:	Peer Support Coordinator
Supervisor:	Vice President Student Services
Remuneration:	\$18/hour
Hours of Work:	10 hours per week average
Term:	August 1st – April 30th

OVERVIEW:

The Peer Support Coordinator 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 and public education programming. They will oversee all logistical aspects of the Center and work alongside other stakeholders in the program. The AVP Student Services will support the Peer Support Coordinator.

DUTIES AND RESPONSIBILITIES:

- Recruit, schedule and manage the day-to-day operations of the Peer Support Centre volunteers with the support of the AVP Student Services.
- Organize and implement a comprehensive training program for Peer Support volunteers in collaboration with the AVP Student Services, 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 Services 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 Services every semester.
- Attend weekly meetings with the Vice President Student Services.
- Lead the Peer Support 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 Services.
- Asks for help with projects and tasks as needed.
- Sit on working groups and committees at the request of the VP Student Services.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position (USC Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

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 Peer Support Coordinator 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 Peer Support Coordinator 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 Peer Support Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- Time Management: The Peer Support Coordinator should have the ability to successfully balance and manage the scope of responsibilities with competing external commitments, including academics.
- Compassionate Demeanour: The Peer Support Coordinator should be open minded, supportive and empathetic.
- Background Knowledge: The Peer Support Coordinator 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 Peer Support Coordinator will be required to attend all USC-mandated training sessions as determined by the VP Student Services and the USC Human Resources Department.
- The Peer Support Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.