



University Students' Council – Position Description

Position Title:	Peer Support Coordinator
Supervisor:	Vice President Student Services
Remuneration:	\$19.50/hour
Hours of Work:	10 hours per week average
Term:	August 1 – April 30
Virtual Training:	Must be available Thursday, August 13th 5-7pm

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:

- 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.
- 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.
- Attend weekly meetings with the Vice President Student Services.
- Hire and lead a committee of students with the AVP Student Services.

QUALIFICATIONS:

- All Coordinators must be enrolled in an Undergraduate or Professional Student (Medicine, Law, Education and Dentistry) degree during their employment term.
- 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:

Candidates for this position should have aptitudes in the following areas:

- It is preferred that applicants have prior knowledge, background or experience with the Peer Support Centre.

- Project management skills, time management skills, strong interpersonal communications skills, resource management, and adaptability.
- Compassionate demeanour
- 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:

- All Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Student Services and the USC People and Development Department.
- All Coordinators will be expected to attend mandatory EDI and Health and Safety training conducted at the beginning of their term.