



UNIVERSITY OF
CALGARY

**Women's Resource Centre
Community Outreach and Peer Support Team
Peer Helper – Fall 2024**

Position Title: Community Outreach and Peer Support Team Peer Helper
Department: Women's Resource Centre
Term: Fall 2024
Hours: 2 – 4 hours/week
Length of Position: September 9 – December 6 (returning peer helper)
September 16 – December 6 (new peer helper)

POSITION DESCRIPTION

Peer Helpers are the heart and soul of the Women's Resource Centre (WRC). Becoming a peer helper is an excellent way to enhance and strengthen your holistic experience on campus, interact with passionate and engaged individuals from diverse backgrounds, learn social justice and gender issues through dialogue and activities, develop leadership skills and take advantage of our beautiful space. Community Outreach and Peer Support team peer helpers develop and implement outreach and engagement initiatives and provide group and one-on-one peer support and referral. WRC Peer Helpers are fully supported by the WRC staff, Peer Helper team leaders, and their fellow Peer Helpers.

Please note that the Women's Resource Centre's programming will be facilitated in person this fall semester. The space will be open for all volunteers and visitors.

This is a competitive student leadership volunteer opportunity open to all University of Calgary undergraduate and graduate students.

TEAM SPECIFIC TASKS AND RESPONSIBILITIES

Work closely with Team Leaders and WRC Staff for the following:

- Publicize the WRC programming and services including our peer support service to the campus community through the WRC Ambassadors Program, which includes classroom presentations, mobile carts, and information booths
- Provide group support and referral through informal discussion at the WRC
- Create weekly table topics for conversation starters
- Organize a monthly TED & Tea event
- Provide peer-to-peer support and referral
- Welcome visitors to the WRC and provide tours, promote the WRC and its activities, and work to engage all peer helpers

COMMITMENT LEVEL

- Complete a minimum of 10 hours of volunteering per month including:
 - 2 hours of weekly shift in-person at the WRC during the centre hours (Monday – Friday, 8:30 am – 4:30 pm)
 - A minimum of 2 – 3 hours of event/workshop/optional training attendance and/or project participation
- In addition to a minimum of 10 hours of volunteering per month the attendance of following meetings and training sessions is required. Please note that applicants who cannot attend the required training and meetings will not be able to volunteer during the fall 2024 semester and will be asked to re-apply in the winter 2025 semester.

- Attend three monthly team meetings per semester
 - Fall Meeting 1: Thursday, September 19, 5 – 7 p.m.
 - Fall Meeting 2: Thursday, October 17, 5 – 7 p.m.
 - Fall Meeting 3: Thursday, November 21, 5 – 7 p.m.
- Attend the WRC Peer Helper Orientation / Level 1 Training: **Saturday, September 14, 9 a.m. – 12:30 p.m.**
- Attend UCalgary Peer Support Volunteer Training: Thursday, September 26, 5 – 8 p.m.
- Attend WRC Peer Support Training: Thursday, October 3, 5 – 7 p.m.
- Participate in a mid-semester check-in with Team Leaders
- Sign-up for activities and log volunteer hours on MyImpactPage
- Contribute to WRC improvement by completing 1 - 2 feedback surveys per academic year
- A commitment for the entire semester is necessary.

BENEFITS

- Enhance and strengthen your holistic experience on campus by developing a sense of belonging
- Meet new people, make new friends and develop professional contacts as part of an amazing community
- Develop your leadership and interpersonal skills through valuable training and experience
- Participate in the WRC Peer Helper Recognition & Training Program
- Improve your knowledge of gender/women’s issues on campus and in the larger community
- Access materials and resources that are specifically related to gender issues
- Increase knowledge of services offered on campus and in the community
- Develop a passion for helping others and getting involved
- Facilitate awareness in social justice and women’s issues
- Gain skills in:
 - Interpersonal communication
 - Active listening
 - Public speaking
 - Helping skills
 - Group facilitation
 - Leadership
 - Community partnership development
 - Resource referral
 - Advocacy

QUALIFICATIONS

- **Completed at least one year of university studies (at Ucalgary or another institution)**
- Respect for and strong interest in gender/women’s issues and diversity in its broadest sense, including gender identity, sexual orientation, ethnicity, race, faith, age, and ability
- The Community Outreach and Peer Support position is open to women (trans and cis) and gender non-conforming individuals (*We welcome and encourage allies of all genders to volunteer with our Events and Volunteer Engagement team*)
- Demonstrated professionalism and commitment
- Time management to balance between peer helper responsibilities and school/work/social life
- Ability to work as part of team as well as independently
- Passion for community and comfortable approaching strangers
- Good communication skills
- Ability to function within crisis situations
- Ability to take initiative, as well as take direction

- (For UCalgary students) Registered in courses in good conduct standing for non-academic misconduct at the University of Calgary
- **Ability to make a full commitment in-person as a WRC peer helper**

TRAINING

- **Volunteer Occupational Health & Safety Orientation (mandatory for everyone before volunteering)**
Under the new *OHS Act, Regulations and Code*, all volunteers at the UCalgary are required to complete this orientation only once for any volunteer activities on campus.
- Level 1 Training (mandatory for all peer helpers before volunteering)
 - Attend a half-day training on **Saturday, September 14, 9 a.m. – 12:30 p.m.**
 - Complete online training on SharePoint by Sunday, September 29
- Level 2 Training (optional, but highly encouraged for all peer helpers)
 - Level 2 Training Certificates are available for WRC peer helpers in **Wellness, Leadership, and Diversity.**

PEER HELPER PROFESSIONAL DEVELOPMENT

The [Peer Helper Program](#) at the University of Calgary is made up of over 300 students every year, who are involved in 19 different on-campus offices. Part of being a Peer Helper involves ongoing professional development.

APPLICATION PROCESS

For new peer helpers:

If you are a **new** peer helper who has never volunteered at the Women's Resource Centre, please submit an online Peer Helper application form from a link on the [website](#) by **Tuesday, September 3, 3 p.m.** Selected candidates will be invited for group interviews.

For returning peer helpers:

If you have been accepted and volunteered as a WRC peer helper in the past and want to return as a peer helper, please email women@ucalgary.ca and request a link to submit a WRC returning Peer Helper confirmation form. The deadline to submit a returning Peer Helper confirmation is **Tuesday, September 3, 3 p.m.**

ABOUT THE WOMEN'S RESOURCE CENTRE

The Women's Resource Centre was founded in 2006 with a mission to provide a safer and supportive place to advance gender equity and build community through sharing, learning, and teaching where all experiences are valued, and everyone is offered the resources necessary to make informed choices. The WRC is a part of [Student and Enrolment Services](#).

The Women's Resource Centre is primarily led **by** and **for** women and non-binary folks. All our services are sensitive to and inclusive of everyone regardless of gender identity or expression. We welcome the support of all genders and promote the understanding of leadership by women and marginalized identities.

With three pillars including Wellness, Leadership and Diversity, the WRC focuses on practical skills development to set students up for success by providing them with unique opportunities to create the healthy, balanced lives they dream of. The WRC offers programs, services, and events that bring together individuals whether they are students, staff, faculty, or members of the community. We work within a framework of anti-oppression, anti-racism, and feminism.