Camp LEAD Peer Helper
Position Description

Position Title: Camp LEAD Peer Helper
Department: Office of Leadership and Student Engagement
Term: Fall 2019/Winter 2020
Number of Positions: 10-15
Length of Position: September 2019 and February 2020

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

POSITION DESCRIPTION
Camp LEAD provides students with the opportunity to develop as leaders and as community members. This program relies heavily on the commitment, capability and enthusiasm of its Peer Helpers. Through Camp LEAD, participants will grow as leaders in their community and begin to develop the foundational skills required for academic and non-academic success. Camp LEAD has a heavy focus on Global Leadership, and aims for at least half of the camper spots to be filled with International and Exchange students. The September session will also have groups for first year students, and will include breakout sessions focusing on transition and First Year Experience. Peer Helpers for Camp LEAD will act as responsible peer leaders and help facilitate successful camp sessions.

TASKS AND RESPONSIBILITIES:
- Co-lead a group of 10-15 Camp LEAD participants,
- Attend and assist with facilitating the September and/or February Camp LEAD session(s) as scheduled,
- Complete a mandatory in-person training prior to each session you are attending,
- Assist with promotions (e.g. putting up posters, contacting campus clubs and offices, etc…) in advance of the trip,
- Facilitate a number of leadership development activities,
- Follow all rules and guidelines as outlined by the program coordinator, training, office policies, and this contract,
- Maintain a professional relationship with students, Peer Helpers, and staff,
- Uphold a high level of responsibility, mature conduct and leadership due to the nature of camp setting,
- Be flexible and provide necessary support and guidance,
- Inform a staff member of any difficulties or areas of concern that may arise in the role
- Adhere to University policies, in particular the Academic Policy and the Student Rights and Responsibilities Policy of the University of Calgary,
- And other duties as assigned.
BENEFITS:
- Gain public speaking, presentation and group facilitation skills,
- Gain skills in event planning and project management,
- Gain skills in team building and management,
- Increase your knowledge of on-campus student involvement opportunities,
- Work within a collaborative team environment,
- Expand your network of students, faculty and staff,
- Enjoy the beautiful Alberta Pioneer Lodge Camp setting, with all food, travel, and activity expenses covered,
- and valuable leadership training opportunities provided to all UCalgary Peer Helpers.

EMPLOYABILITY SKILLS:
As a result of volunteering in this role, students can expect to develop their employability skills in the following focus areas, as outlined by the Conference Board of Canada’s Employability Skills:

- **Communication Skills**: Gain public speaking, presentation and group facilitation skills;
- **Teamwork Skills**: Develop skills in understanding group dynamics, engaging in dialogue with others, contributing to a positive team environment by sharing support, information, and expertise, successfully managing and resolving conflicts when appropriate;
- **Personal Management Skills**: Become confident setting and balancing goals and priorities, plan and manage time and resources to achieve goals, assess personal strengths and areas for development and work towards personal and professional growth.

As a University of Calgary Peer Helper you will also have the opportunity to work within a collaborative team environment, expand your network of students, faculty and staff and have access to specific career development opportunities provided through the Peer Helper Program.

COMMITMENT:
Camp Lead Peer Helpers will be expected to attend at least one of the two scheduled camps (September 13-15, and February 14-16) in addition to a training session prior to each camp.

QUALIFICATIONS:
- Energy and enthusiasm for the University of Calgary and its students; focused on supporting a positive student experience,
- Demonstrated comfort working in diverse teams,
- Comfort providing promotional support for the session(s) you are attending (e.g. helping put up posters, spreading awareness about the camps in your network, etc…),
- Demonstrated professionalism, maturity, and good judgment,
- and in good academic and non-academic standing.

All applicants will be interviewed to assess for qualifications and fit within the program.

CONDUCT STATEMENT
This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “Probation for Non-Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of
Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

APPLICATION PROCESS
To apply, please submit an online Peer Helper application form available on the Peer Helper Program’s website by 4:30pm on June 14th, 2019. The application form can be found here: www.ucalgary.ca/peerhelper/apply/application-form. If you have any questions, please direct them to lead@ucalgary.ca. Interviews will be held in late-June.