Leadership on Demand Program Peer Helper
Position Description

Position Title: Leadership on Demand Program Peer Helper
Department: Office of Leadership and Student Engagement
Term: Fall 2019/Winter 2020
Number of Positions: 7-10
Hours: 3 per week
Length of Position: September 3, 2019 – April 17, 2020

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

POSITION DESCRIPTION
Leadership on Demand Peer Helpers are largely responsible for the facilitation of Leadership on Demand workshops to student groups throughout the University of Calgary. This includes developing workshop content, meeting with prospective campus groups prior to the training session, and conducting assessments following the workshops. Leadership on Demand Peer Helpers will be responsible for mastering the content of their workshops and tailoring them to the needs of campus clients. Facilitators will also work with the Coordinator, Leadership Programs and Training and the Leadership Ambassador, Program Development. Peer Helpers will be given ample opportunity to practice public speaking and workshop facilitation, as well as reflect on their growth as a leader.

TASKS AND RESPONSIBILITIES:
• Deliver customized leadership training to student groups on campus;
• Attend a training on a weekend or evening in early-September;
• Work with the Leadership Ambassador (Program Development) to customize content of presentations to the needs of campus clients;
• Create brand new leadership focused workshops on topics of personal interest
• Present a minimum of two pre-scheduled workshops per semester
• Promote the Leadership on Demand program to student groups, departments and campus partners;
• Facilitate follow-up meetings for student groups on campus in relation to content presented during workshops;
• Attend bi-weekly team meetings and report progress to the Leadership Ambassador program Development);
• Complete follow up reports and assessments following all training workshops; and
• Other duties as assigned.

BENEFITS:
• Gain enhanced public speaking, presentation, and group facilitation skills, and better understand your personal facilitation style;
• Build your knowledge in leadership and team building related curriculum, as well as how to facilitate to different learning styles;
• Gain an understanding of common leadership, communication, conflict resolution, and team development theories and models;
• Have the opportunity to increase self-awareness though the completion of personal assessments like CliftonStrengths;
• Work within a collaborative team environment;
• Expand your network of students, faculty and staff;
• Increase your knowledge of on-campus student involvement opportunities;
• Experiential learning through training and practice;
• 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;
• Project Management Skills: Plan, design, and carry out projects and events from start to finish, work to standards agreed upon with stakeholders, become comfortable adapting to changing requirements and information, continually monitor success and seek feedback on ways to improve.

As a University of Calgary Peer Helpers 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:
The time commitment of this position is on average 3-5 hours per week. The hour commitment may vary each week, and may also involve some evening and weekends work, including:
• Attending bi-weekly Leadership on Demand team meetings;
• Meeting one-on-one twice a semester with the Leadership Ambassador (Program Development);
• Creating and shaping workshops to the needs of individual student groups;
• Facilitating meetings with prospective clients of the program; and
• Attending professional development sessions for the Leadership on Demand team.

QUALIFICATIONS:
This is a competitive senior leadership position on campus. The following qualifications are required;
• Energy and enthusiasm for the University of Calgary and its students, focused on supporting a positive student experience;
• Demonstrated professionalism, maturity and good judgment;
• Excellent oral and written communication skills;
• In good academic standing;
• Proficiency in Microsoft Word, Excel and PowerPoint (or Pages and Keynote); and
• Have experience working with student groups.

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 July 1st, 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 early-July.