



Sustainability Peer Helper Position Description

Position Title:	Sustainability Peer Helper
Department:	Office of Sustainability
Term:	Fall 2020/Winter 2021
Number of Positions:	50
Hours:	2-5 hours per week
Length of Position:	September 7, 2020 – April 15, 2021

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

POSITION DESCRIPTION

Office of Sustainability Peer Helpers are student volunteers who participate in designated leadership roles aimed at advancing operational goals in a variety of ways (each position has 3-5 spots available):

- **Campus as Learning as Learning Lab projects:** develop and implement sustainability projects or outreach campaigns across campus to support the achievement of the University's Institutional Sustainability Strategy.
- **Communications and Social Media:** support the Office of Sustainability by creating social media and newsletter content, website updates, and other communications as needed (e.g. UToday/UThisWeek).
- **Sustainability Resource Centre Management:** regular front desk shifts at the SRC, as well as scheduling shifts for other volunteers, inventory and tracking of supplies, managing space bookings, and ensuring the space is running smoothly.
- **Student Program Support:** Support student volunteer programs by scheduling regular check-ins, booking professional development opportunities, planning social events, and providing overall support to the student cohort. This role will also include supporting sustainability-related clubs through the Sustainable Development Goals Alliance.
- **Staff Program Support:** Support Sustainable Events certification program by providing virtual and/or one-on-one Sustainable Events planning consultations and checklist navigation support for UCalgary staff; reviewing and authorizing pending checklist certifications; managing banner and resource bookings and/or on-campus delivery; identifying areas of need and updating, developing, and/or delivering Sustainable Events resources and/or workshops.

TASKS AND RESPONSIBILITIES:

- Attend monthly learning exchanges throughout the academic year aimed to develop employability skills.
- Volunteer for ongoing events and campaigns organized by the Office of Sustainability such as the Speaker Series, Awards, and Fair Trade Week.
- Attend leadership workshops throughout the academic year. Other duties as assigned.
- Attend Peer Helper training session.

- Other duties as assigned.

BENEFITS:

- Credit on the Co-Curricular Record
- Become part of the Peer Helper community throughout offices across campus
- Valuable leadership training opportunities provided to all UCalgary Peer Helpers
- StrengthsQuest Assessment code to identify your “Top 5 Themes of Talent”

COMMITMENT:

The time commitment of this position is on average 2-5 hours per week.

Your hourly commitments may include:

- Working with your group on a Campus as a Learning Lab project
- Developing social media, website and newsletter content
- Management of the SRC (front desk shifts, inventory, managing space bookings)
- Support for student and staff sustainability programs (scheduling professional development opportunities, developing/facilitating workshops, collaborating with community groups)
- Attend regular volunteer get-togethers

QUALIFICATIONS:

- Passionate about sustainability, climate action, and the Sustainable Development Goals
- Demonstrated professionalism, maturity and good judgment
- Excellent oral and written communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint (or Pages and Keynote)
- Have experience working with student groups
- Demonstrated ability to balance academics with extracurricular commitments
- In good standing with the Office of Student Conduct
- As the Peer Helper Program is meant to enhance the student experience and supplement academic learning, all Peer Helpers must demonstrate their ability to balance their academics with their extracurricular commitments, and must be in good academic standing
- All Peer Helpers must be in good standing with the Office of Student Conduct

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 who approach learning, work and world issues differently, and event/project management; and
- **Personal Management Skills:** Learn how your strengths help you succeed, and how to be adaptable in different settings. You will also have the opportunity to work on learning goals in this position using the SMART model.

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.

PEER HELPER PROFESSIONAL DEVELOPMENT PROGRAM:

The Peer Helper Program engages 300 students every year through 17 different on-campus offices. A key part of being a Peer Helper is having the opportunity to develop your employability skills and experiences, and then translate those experiences into strong interview stories. Launched in 2019-2020,

the Peer Helper Professional Development (PHPD) Program helps Peer Helpers meet these goals. In 2020-2021, all Peer Helpers program wide will be required to attend two PHPD workshops (in-person or online) and the 2021 UCalgary Student Leadership Conference in February 2021.

APPLICATION PROCESS

To apply, please submit an online Peer Helper application form available on the Peer Helper Program's website by **4:30pm** on **September 25, 2020**. If you have any questions, please direct them to php@ucalgary.ca.