Peer Helper Professional Development (PHPD) Program Team Member Position Description

**Position Title:** PHPD Team Member  
**Department:** Leadership and Student Engagement Office  
**Term:** Fall 2020/Winter 2021  
**Number of Positions:** 3-5  
**Hours:** 1-2 hours per week  
**Length of Position:** September 2020 – April 2021

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

**POSITION DESCRIPTION**

The Peer Helper Program gives students the opportunity to make meaningful connections with their campus community, while gaining soft skills, encouraging professional development and career awareness and increasing engagement in both their and others’ growth and development. Launched in Fall 2019, the Peer Helper Professional Development (PHPD) Program gives Peer Helpers an opportunity through experiential-learning based workshops and activities to develop stronger connections between and transferable skills, using the Conference Board of Canada’s Employability Skills and the Bases of Competence (1998; 2010) as underlying frameworks. PHPD Team Members will be there to assist in bringing the visions for the program to life, and providing support to the Program Assistant in program planning, facilitation, and development.

**TASKS AND RESPONSIBILITIES:**

- Learn about the Conference Board of Canada’s Employability Skills and the Bases of Competence frameworks; explore other frameworks that can support these two and benefit the program as a whole;
- Assist in the management of D2L (e.g. updating content, adding/removing participants), address technical or user issues, manage digital spaces conducive to learning, support, and collaboration;
- Help promote the PHPD program through social media (Facebook, Twitter, Instagram, LSE newsletters), in-person (posters, LSE booths at events), or word of mouth (attending relevant university events, conferences, etc.); also assist with the “Interview Project,” gathering stories and experiences from other current peer helpers;
- Collaborate with other team members and the Program Assistant to develop a strong strengths-based team, discussing Strengths, conflict styles, your “Roadmap,” and how to use all of these in a team to improve group efficiency and effectiveness;
- Work with other Peer Helpers within the LSE to create a cohesive environment and extensive programming strategy office-wide;
- Assist in the facilitation of events and workshops, mainly the retreats; always work with another team member or the program assistant during facilitation.
• Collaborate with Peer Helpers from other offices and find collaborative ways of working together through creating meaningful and supportive connections; and
• Build upon existing programs; present innovations and creative ideas that can serve as improvements to the different stages (i.e. planning, execution, feedback) of an event/workshop.

BENEFITS:
• Learn to balance personal and academic priorities along with volunteering
• Develop or improve transferable skills aimed at managing self, communication, managing people & tasks, and mobilizing innovation & change
• Practice effective communication with university students and staff
• Work and volunteer with a multi-faceted group
• Execute original ideas aimed at improving leadership development and the student experience
• Discover university services and volunteer opportunities as you collaborate with the offices involved in the program
• Connect with like-minded students who strive to develop their leadership skills
• 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
• CliftonStrengths Assessment code to identify your “Top 5 Themes of Talent”

COMMITMENT:
The time commitment of this position is on average 1-2 hours per week, and may include volunteering days or evening hour, and likely online through the Fall semester. Your hourly commitments may include:
• Trainings
• Meetings with the Program Assistant at least once a month
• Team member meetings at least twice a month
• Brainstorming sessions
• Meetings with students/staff from the LSE or other offices
• Managing online PHPD components (e.g. D2L, emails)
• Facilitating workshops

QUALIFICATIONS:
• Demonstrated professionalism, maturity, and good judgment
• Able to balance school and volunteer work; organizing time and tasks
• Excellent oral and written communication skills
• Proficiency in Microsoft Word, Excel, PowerPoint (or Pages and Keynote), and Outlook
• Have experience working with student groups
• Basic knowledge of the offices (and their services) involved with the PHPD
• Willingness to grow, learn, and adapt to quickly-changing situations
• 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).

**APPLICATION PROCESS**
To apply, please submit an online Peer Helper application form available on the Peer Helper Program’s website. If you have any questions, please direct them to php@ucalgary.ca. Candidates selected for interviews will be contacted via email.