Meal Exchange Peer Helper
Position Description

Position Title: Meal Exchange Peer Helper
Department: Leadership & Student Engagement Office
Term: Fall 2019/Winter 2020
Number of Positions: 3-4
Hours: 0-10 hours a week
Length of Position: September 2019 – March 2020

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

POSITION DESCRIPTION
As a Meal Exchange Peer Helper you will be responsible for planning and executing innovative solutions to address food insecurity on campus and in your community.

TASKS AND RESPONSIBILITIES:
As a Meal Exchange Peer Helper, you will:
- Complete Peer Helper training activities
- Plan, execute and attend Meal Exchange signature events, Trick or Eat (Fall) and the SU Spring Food Drive (Winter).
- Solicit prize donations
- Distribute flyers in neighborhoods
- Help decorate clubs display case
- Help construct food donation boxes
- Attend any scheduled Meal Exchange team meetings.
- Execute classroom talks to promote events
- Maintain communication with Chapter Coordinator(s) and Meal Exchange mentor.
- Contribute ideas for Meal Exchange initiatives.
- Sort donations
- Other duties as assigned.

BENEFITS:
- Build a knowledge of social justice issues; including food security
- Work in collaboration with the Students’ Union and Campus Food Bank
- Gain event planning experience
- Develop competencies such as promotion, communication, and team work
- 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
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**: Gain public speaking, presentation and group facilitation skills;
- **Teamwork**: 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**: 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 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 0-10 hours per week. The time commitment will run from September 2019 to March 2020 and will vary depending on time of year, with October and March being higher in commitment. Successful Peer Helpers will also be required to attend campus wide Peer Helper In-Services for Peer Helper specific training (approximately 2 per academic year) and Meal Exchange specific training.

PEER HELPER PROFESSIONAL DEVELOPMENT:
The Peer Helper Program 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, and in 2019-2020, all Peer Helpers will attend the training offered in Fall at the Peer Helper Orientation, as well as the Winter Term’s Peer Helper training at Leadership Exchange 2018/ (exact date TBA).

QUALIFICATIONS:
Meal Exchange recruits student leaders who are dynamic, flexible and interested in continually improving their skills, as well as making significant impact in their community. The ideal candidate for a Meal Exchange Peer Helper is:

- An enthusiastic team player with a positive attitude
- Comfortable presenting in front of a crowd
- Driven with the desire to make an impact on the community and to seek meaningful opportunities within the community
- Reliable – ability to successfully complete required tasks with little or no supervision
- Committed - there is a time commitment that needs to be honored from start to finish
- Effective problem solver
- Willing to grow as an individual and occasionally set outside your comfort zone
- Interested in food security & social justice
- *There is a special need for team members with experience in marketing and communications*
- 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
- Proficiency with various social media platforms including Facebook, Twitter, Instagram and WordPress considered an asset
- Have experience working with student groups.
• 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.

**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. The application form can be found here: [www.ucalgary.ca/peerhelper/apply/application-form](http://www.ucalgary.ca/peerhelper/apply/application-form). If you have any questions, please direct them to php@ucalgary.ca.