

Career and Life Design Peer Helper Position Description

Position Titles:	Campus Food Hub Peer Helper
Department:	Centre for Career and Personal Development (CCPD)
Term:	Fall 2026/Winter 2027
Number of Positions:	Varies by program – <i>applicants are welcome to be a peer helper for multiple areas which include program delivery and food preparation</i>
Hours:	3 hours per week (approximately 45 per term)
Length of Position:	August 31-December 4, 2026 and January 4-April 7, 2027

This is a competitive student leadership volunteer opportunity for U of C students.

POSITION DESCRIPTION

The Centre for Career & Personal Development (CCPD) is here to help students have an outstanding student experience and to enhance their career and personal journey. Our goal is to foster a collaborative and student-centered environment that promotes exploration, self-reflection, skill development, career and personal success.

CCPD provides oversight and support for the campus food hub which is focused on providing accessible, affordable and barrier free programs for students to address food security. Food hub programs and services will be developed and delivered in alignment with the following key objectives to improve food security for students: food access, food rescue & redistribution and food literacy.

The Campus Food Hub is seeking enthusiastic Peer Helpers who are looking to develop their leadership skills while making a meaningful contribution to student well-being on campus. The Campus Food Hub strives to be an inclusive and welcoming space where students can access good food, build positive relationships with food, and connect with their community. Through a regular volunteer commitment, Peer Helpers will take on a leadership role within one of our weekly programs, supporting and guiding volunteers while helping ensure the successful delivery of program activities. This role offers a unique opportunity to gain hands-on experience in volunteer leadership, teamwork, communication, and community engagement. Peer Helpers receive extensive training, ongoing mentorship, and support from Campus Food Hub staff to help them build confidence and succeed in their role.

TASKS AND RESPONSIBILITIES

Tasks and responsibilities may consist of one or more of the following depending on shift schedule:

Food Preparation and Packaging:

- Support the preparation of a variety of foods that are offered through the food hub's weekly programs including soups, salads and breakfast items.
- Receiving, packaging and stocking orders as they arrive.

- Uphold and model all food hub policies and procedures, including those mandated by Alberta Health Services.

Customer Service:

- Provide friendly and supportive customer service to students accessing programs and services at the food hub.
- Help students navigate broader food security resources on campus.
- Support the maintenance of accurate records through the point-of-sale system.

Programming/Events Support:

- Support programming, workshops and events with set-up, facilitation and take-down/clean-up.

Operational Duties:

- Provide support in completing daily, weekly and monthly cleaning tasks.

Additional responsibilities as required.

BENEFITS

- Gain tangible skills that are relevant in food service and retail environments including leadership, communication, customer service, safe food handling, and inventory management.
- Work in a collaborative team environment in a professional setting and expand your network of students, faculty and staff within the university community.
- Gain an increased awareness of the university services and resources available to students, particularly within food security.
- Enjoy free access to food and treats when available.
- Become a part of the Peer Helper campus community.

COMMITMENT

- This volunteer role requires a commitment of 3 hours per week (one shift weekly) throughout at least one or both academic term(s) (fall and/or winter). Position runs from September 2026 to mid-April 2027 (based on the academic schedule).
- Maintain an accurate record of assigned hours in My Impact.
- Maintain regular communication with Campus Food Hub staff.
- Complete feedback surveys 1-2 times per semester.
- **MUST** complete an asynchronous basic food safety training provided by Alberta Health Services.
- **MUST** complete an in-person half-day training on Monday, August 31st from 9:30am-11:30am.

QUALIFICATIONS

- Strong interpersonal and communication skills
- Effective organizational skills
- Demonstrated ability to succeed academically while maintaining other commitments
- Demonstrated professionalism, maturity, and good judgment
- Ability to work individually and as part of a team
- A strong interest in the student experience and learning
- Demonstrated professionalism, maturity and good judgment
- Dependable and punctual in time commitments and able to respond quickly to emails
- Understanding of food insecurity, an asset
- Food preparation skills, an asset

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 do the following by August 24, 2026:

- 1) Register for an account in [MyImpact](#) and complete the application form, indicating interest in “Peer Helper – Campus Food Hub
- 2) Complete the [Alberta Food Safety Basics Interactive Course](#) by AHS and email your certificate of completion to foodhub@ucalgary.ca with subject line: Volunteer - Food Safety Certificate

If you have any questions, please direct them to foodhub@ucalgary.ca.