



UNIVERSITY OF
CALGARY

Women's Resource Centre Events and Volunteer Engagement Peer Helper – Winter 2022

Position Title: Events and Volunteer Engagement Team Peer Helper
Department: Women's Resource Centre
Term: Winter 2022
Hours: 2 – 4 hours/week
Length of Position: January 17 – April 8 (returning peer helper)
January 24 – April 8 (new peer helper)

POSITION DESCRIPTION

Peer Helpers are the heart and soul of the Women's Resource Centre (WRC). Becoming a peer helper is an excellent way to enhance and strengthen your holistic experience on campus, interact with passionate and engaged individuals from diverse backgrounds, learn through dialogue and activities, develop leadership skills and take advantage of our beautiful space. Events and Volunteer Engagement team peer helpers engage students in gender and social justice issues through events and workshops while creating a strong cohesive volunteer community. WRC Peer Helpers are fully supported by the WRC staff, Peer Helper team leaders, and their fellow Peer Helpers.

Please note that the Women's Resource Centre's programming will be a hybrid of in-person and virtual delivery this Winter semester. The space will be open for all volunteers and visitors.

TEAM SPECIFIC TASKS AND RESPONSIBILITIES

Work closely with Team Leaders and WRC Staff to:

- Create and implement events or workshops related to the WRC pillars (Wellness, Leadership and Diversity), organized around monthly themes and centered on your passion, to increase student engagement in gender issues and social justice
- Plan and organize peer helper retreats and appreciation parties
- Support WRC staff in event publicity planning and implementation
- Promote/market your events and conduct post-event evaluation
- Develop strategies to create a strong, cohesive volunteer community
- Publish the *Volunteer WEAVE*, a compilation of artifacts submitted by peer helpers
- Gain peer helper feedback
- Welcome visitors to the WRC and promote the WRC and its activities, and work to engage all peer helpers

COMMITMENT LEVEL

- Complete a minimum of 10 hours of volunteering per month including:
 - 2 hours of weekly shift remotely or in the WRC during the centre hours (Monday – Friday, 8:30 a.m. – 4:30 p.m.)
 - A minimum of 2 – 3 hours of event/workshop/optional training attendance and/or project participation
- In addition to a minimum of 10 hours of volunteering per month the attendance of following meetings and training sessions is required. Please note that applicants who cannot attend the required training and meetings will not be able to volunteer during the Winter 2022 semester and will be asked to re-apply in the fall 2022 semester.
 - Attend three monthly team meetings per semester

- Winter Meeting 1: Tuesday, January 25, 5 – 7 p.m. on Zoom
- Winter Meeting 2: Tuesday, March 1, 5 – 7 p.m. on Zoom
- Winter Meeting 3: Tuesday, March 22, 5 – 7 p.m. on Zoom
- Attend the Peer Helper Orientation / Level 1 Training: **Saturday, January 22, 9 a.m. – 12 p.m. on Zoom**
- Participate in a mid-semester check-in with Team Leaders
- Sign-up activities and log volunteer hours on MyImpactPage
- Contribute to WRC improvement by completing 1 - 2 feedback surveys per academic year
- A commitment for the entire semester is necessary.

BENEFITS

- Enhance and strengthen your holistic experience on campus by developing a sense of belonging
- Meet new people, make new friends and develop professional contacts as part of an amazing community
- Develop your leadership and interpersonal skills through valuable training and experience
- Play an integral role in executing high-profile, unforgettable events
- Develop a passion for helping others and getting involved
- Participate in the WRC Peer Helper Recognition & Training Program
- Add a WRC position and training certificate(s) to your [Co-Curricular Record](#)
- Improve your knowledge of social justice and gender/women’s issues on campus and in the larger community
- Access materials and resources that are specifically related to gender issues
- Gain skills in:
 - Interpersonal communication
 - Event planning and coordination
 - Project management
 - Writing and publication
 - Group facilitation
 - Marketing
 - Advocacy
 - Leadership

QUALIFICATIONS

- Respect for and strong interest in gender/women’s issues and diversity in its broadest sense, including gender identity, sexual orientation, class, ethnicity, race, faith, age, and ability
- The Events and Volunteer Engagement Position is open to everyone including female, male, trans, and gender non-conforming individuals
- Demonstrated professionalism and commitment
- Goal-oriented, motivated, and organized
- Ability to take initiative, as well as take direction
- Connection with the interests and needs of the community
- Time management to balance between peer helper responsibilities and school/work/social life.
- Ability to work as part of team as well as independently
- Ability to take initiative, as well as take direction
- (For UCalgary students) Registered in courses in good conduct standing for non-academic misconduct at the University of Calgary
- **Ability to make a full commitment in-person or virtually as a WRC peer helper**

TRAINING

- **Volunteer Occupational Health & Safety Orientation (mandatory for everyone before volunteering)**
Under the new *OHS Act, Regulations and Code*, all volunteers at the UCalgary are required to complete this orientation only one time for any volunteer activities on campus.
- Level 1 Training (mandatory for all peer helpers before volunteering)
 - Attend a one-day training on Saturday, January 22, 9 a.m. – 12 p.m.
 - Complete online training on D2L by Sunday, February 6
- Level 2 Training (optional, but highly encouraged for all peer helpers)
 - Level 2 Training Certificates are available for WRC peer helpers in **Wellness, Leadership, and Diversity**. These certificates are recognized on the UCalgary's Co-Curricular Record for WRC peer helpers who complete the requirements.

PEER HELPER PROFESSIONAL DEVELOPMENT

The [Peer Helper Program](#) at the University of Calgary 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.

APPLICATION PROCESS

For new peer helpers:

If you are a **new** peer helper who has never volunteered at the Women's Resource Centre, please submit an online Peer Helper application form from a link on the [website](#) by **Monday, January 10, 3 p.m.** Selected candidates will be invited for group interviews.

For returning peer helpers:

If you have been accepted and volunteered as a WRC peer helper in the past and want to return as a peer helper, please send an email to women@ucalgary.ca and request a link to submit a WRC returning Peer Helper confirmation form. The deadline to submit a returning Peer Helper confirmation is **Monday, January 10, 3 p.m.**

ABOUT THE WOMEN'S RESOURCE CENTRE

The Women's Resource Centre (WRC) was founded in 2006 with a mission to provide a safer and supportive place to advance gender equity and build community through sharing, learning and teaching where all experiences are valued, and everyone is offered the resources necessary to make informed choices. The WRC is a part of [Student and Enrolment Services](#).

The Women's Resource Centre is primarily led **by** and **for** women and non-binary folks. All our services are sensitive to and inclusive of everyone regardless of gender identity or expression. We welcome the support of male-identified folks, and promote the understanding of leadership by women & marginalized identities.

With three pillars including Wellness, Leadership and Diversity, the WRC focuses on practical skills development to set students up for success by providing them with unique opportunities to create the healthy, balanced lives they dream of. The WRC offers programs, services, and events that bring together individuals whether they are students, staff, faculty or members of the community. We work within a framework of anti-oppression, anti-racism and feminism.