



**UNIVERSITY OF
CALGARY**

Faith and Spirituality Centre Student Team Organizer **Peer Helper**
Position Description

Position Title:	Student Team Organizer Peer Helper
Department:	Faith and Spirituality Centre
Term:	Fall 2020/Winter 2021
Number of Positions:	2
Hours:	5 per week
Length of Position:	Ex. September 2020 – April 2021

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

POSITION DESCRIPTION

The Faith & Spirituality Centre (FSC) offers a variety of spiritual and faith-based practices and encourage religious literacy, interfaith dialogue, cooperation, and action as a critical part of the student experience at the University of Calgary so that students can be their authentic selves in a spiritually inclusive campus culture. We are looking for a dedicated, organized and creative individual(s) to lead our student team. The student team is involved in hosting events and community gatherings, interfaith initiatives and service projects in the community.

TASKS AND RESPONSIBILITIES:

- Work closely with FSC Program Coordinator and Program Assistant to plan for the year.
- Work closely with Communications Organizer to ensure accurate and reliable information is distributed
- Assist in preparing agendas and organizing group meetings.
- Help set team goals for the semester and ensure goals are met.
- Sit on Peer Helper Council as a representative of the FSC.
- Help organize and plan group activities, including working collaboratively with other service areas and student clubs on campus and external organizations. Examples include hosting weekly DiversiTEA times, monthly Taste of Tuesday events, and other intercultural and interreligious diversity programs.
- Supervise Pluralism and Religious Diversity Week team sub-committee
- Attend Peer Helper training and other relevant training sessions
- Other duties as assigned

BENEFITS:

- Develop leadership experience
- Work within a collaborative team environment
- Learn about a variety of faith practices

- Build positive relationships
- Have meaningful conversations with peers
- Learn how to host events
- Will have access to a variety of teas
- Build your resume
- Develop intercultural competencies
- Will have access to a restful, inclusive study space

(Included for all):

- 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 5+ hours per week.

QUALIFICATIONS:

- Demonstrated professionalism, maturity and good judgment;
- Excellent oral and written communication skills;
- Have experience working with student groups;
- Previous experience planning events and activities considered an asset;
- Is a highly organized individual who is able to work independently and with a team;
- Has a creative passion for getting things done;
- Is a self-starter, reliable and can complete projects from start to finish;
- Has the ability to engage and encourage a group of peers;
- Must be open and sensitive to those from a variety of faith traditions or from none at all;
- Passion for social justice is considered an asset

(Mandatory):

- 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.
- **Intercultural Capacity Building:** You will gain knowledge and understanding of a variety of faiths and cultures as well as learn how to contribute to a culture of peace in multicultural communities.

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 application form available at <https://app.betterimpact.com/Application?OrganizationGuid=5f154859-15d8-4c87-a9d6-8a60781d4b5a&ApplicationFormNumber=1> by **4:30pm** on **June 29, 2020**. If you have any questions, please direct them to sarah.ashton@ucalgary.ca. Candidates selected for interviews will need to be available on **Saturday September 12th**.