



# MEMO

*From the office of the...*

## Peer Support Line Coordinator

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TO: Executive Board  
FROM: Lucia Lee  
SUBJECT: Changes to PSL Job Descriptions  
DATE: June 20, 2017

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Dear Executive Board,

Hope you are having a wonderful summer! This memo is written to reflect some of the desired changes that the past PSL team and the current PSL team have thoroughly discussed and recommend for the optimal operation of our service. We want to implement few changes to the current exec positions, I've outlined the changes and rationales below.

### **PSL executive restructure:**

The only on-call staff we had last year were then PSL coordinator and PSL assistant coordinator. This essentially meant that whenever a listener was unable to come to their assigned shift, the PSL coordinator and assistant coordinator had to come in. More often than not, this also meant that the coordinator and assistant coordinator could not let go of their phone or leave campus until the shifts have been filled. To address this concern, we hope to implement changes to the current executive structure. With our desired changes, each member of PSL executive team will be on call for one of the five days of the week (i.e. Monday - Friday), in addition to the coordinator and assistant coordinator being on call during the weekends.

Specific Job Description changes are outlined below.

### **Promotions Coordinator:**

#### **Changes to the hours per week from 3-6 to 7-9.**

Rationale: The promotions coordinator will on average spend 3 hours/week on promotional activities, 3 hours/week as a peer listener on shift and 1-3 hours per week as the on-call listener (as they will not be on call every week). Thus, the indicated 7-9 hours per week.

### **Events Coordinator:**

#### **Changes to the hours per week from 3-6 to 7-9.**

Rationale: The events coordinator will on average spend 3 hours/week on event activities, 3 hours/week as a peer listener on shift and 1-3 hours per week as the on-

call listener (as they will not be on call every week). Thus, the indicated 7-9 hours per week.

**General Scope of Duties & Supervisory Function:**

The events committee for PSL is no longer in operation. The JD has been updated to reflect these changes these responsibilities.

Sincerely,  
Lucia Lee