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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Pride Community Centre Peer Support Volunteer**  |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | PCC Coordinator & Volunteer and Training Executive |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 2 – 3 hours per week  |

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| **General Scope of Duties** |
| Peer Support Volunteers are responsible for providing community and support to students of all sexual orientations and gender identities. They are expected to complete two hours of peer support and space facilitation in the PCC space per week. Additionally, they may be asked to deliver one-on-one peer support by appointment outside of the space as arranged by the Volunteer and Training Executive, if requested by service users. The Peer Support Volunteer will work with the executives and other volunteers to contribute to building and maintaining a safe(r) space. They will do so by working with the executives and other volunteers to facilitate, maintain, and advertise safe(r) space, social events, workshops, and campaigns. |
| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Responsibilities  | 100% | * Commit to two one-hour peer support shifts per week.
* Working with the Volunteer and Training Executive to organize one-on-one peer support appointments for a maximum of one hour per week, depending on demand.
* Log details of one-on-one peer support to monitor service usage.
* Work to make the PCC space a welcoming and inclusive environment.
* Attend all training sessions.
* Participate in skill evaluations as scheduled.
* Working with Resource Volunteers to maintain a safe(r) space and facilitate conversation in the space.
* Conduct peer support in the framework used by the PCC.
* Report to the Volunteer and Training Executive
* Provide feedback on the Peer Support Program.
* Uphold privacy and confidentiality policies
* Communicate problems to PCC Coordinator or Volunteer and Training Executive.
* Attend Peer Support Volunteer meetings as scheduled.
* Effectively communicate service usage to the Volunteer and Training Executive.
* Maintain a neat appearance of the PCC office area.
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| **Knowledge, Skills and Abilities** |
| * Empathetic
* Desire to assist others
* Strong communication skills, and teamwork skills
* Comfortable with one-on-one communication
* Being aware of LGTBQ2SI+ and Mental Health resources on campus and the surrounding Hamilton area
* Commitment and dedication
* An understanding of Safe(r) Space
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| **Effort & Responsibility** |
| * Continue education with Volunteer and Training Executive.
* Maintaining the privacy and confidentiality of all individuals accessing the PCC, and peer support services.
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| **Working Conditions** |
| * Shifts are completed in the PCC Space
* One-on-one peer support location varies.
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| **Training and Experience** |
| * Relevant experience is preferred
* No previous training required
* All required training will be provided
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| **Equipment** |
| * Shared use of the PCC phone and computer.
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