

JOB DESCRIPTION

Peer Support Coordinator



Job Title:	Peer Support Centre Coordinator	Job Category:	UWSA
Department/Group	University of Windsor Student's Alliance	Reports to:	Vice President Student Services
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	Part –Time
HR Contact:	General Manager	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No

Applications Accepted by :

UWSA office – CAW Student Centre Rm.209 (ph.) 519- 971-3600
 E-mail: uwsa@uwindsor.ca By Fax: 519-971-3654
www.uwsa.ca/about/uwsa-opportunities/

Job Description

SCOPE

The Peer Support Centre is a drop-in centre where students from across campus can find a supportive peer to talk to. It's a safe and inclusive space where trained peer support volunteers offer peer counselling to students.

Our volunteers are University of Windsor students who have gone through extensive training to better enable them to give support to their peers. The Peer Support Centre is a UWSA initiative, in collaboration with the Student Counselling Centre and the Office of Student Experience.

SPECIFIC ACCOUNTABILITIES

- Train and supervise peer counselling volunteers (2 -3 week intensive training program)
- Supervise a nursing placement student(s)
- Promote the Peer Support Centre
- Collaborate with other campus groups
- Evaluating the Centre
- Implement changes suggested by previous evaluation
- Report to UWSA on a regular basis
- Plan/coordinate psycho-educational groups for the campus community
- Recruit and interview volunteers for the new year

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Preference will be given to individuals with intimate experience in peer to peer counselling and /or the fields of social work, education and psychological.
- Strong understanding of the tools and techniques surrounding creating safe, inclusive and confidential spaces.
- Strong ability to manage others, including but not limited to recruiting, interviewing, training, supervising and disciplining volunteers.
- People –person willing to work collaboratively with employees, volunteers and partners both within and outside the UWSA organization.
- Well educated on the emotional and mental issues, stressors and concerns faced by post –secondary students on a university campus.
- Must be able to maintain a minimum of 700 in office hours per work year with a minimum of 20 office hours per week.
- Preference will be given to prior Peer Support center volunteers.