

## JOB DESCRIPTION

### **PEER SUPPORT CENTRE OUTREACH OFFICER – UVSS BOARD OF DIRECTORS**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. The Peer Support Centre Officer assists in outreach and engagement for the UVSS Peer Support Center.

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports and is responsible to the Board of Directors through the Research and Communications Manager, but under the overall authority of the Executive Director.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services, and events to all undergraduate students at UVic.
2. Established in 2018, the Peer Support Center provides UVic students with access to informal mental well-being peer support and referrals.

#### **DUTIES:**

1. Assist in the coordination of Peer Support Centre (PSC) outreach and member engagement.
2. Assist in organizing and executing programming and events.
3. Assist in promoting the PSC and its programming and events in person and via print and social media.
4. Find, research, and organize annual and ongoing volunteer training opportunities.
5. Build and maintain community partnerships, in collaboration with the UVSS Board of Directors.
6. Assist in monitoring the PSC budget and reporting expenditures.
7. Provide coverage for the space as needed
8. Collaborate on initiatives related to student mental well-being and advocate for improved mental health and counselling services on campus.
9. Maintain a safer and welcoming community space.
10. Ensure that users are familiar with the PSC's purpose, guidelines, relevant policy, hours of operation, and available resources.
11. Assist the Research and Communications Manager to produce a final report on PSC usage, trends, and recommendations for the year.
12. Assist the Research and Communications Manager in supervising PSC UVic Work Study position(s).
13. Report any issues or unusual occurrences to the Research and Communications Manager.
14. Other related duties as assigned by the Research and Communications Manager and/or Executive Director.

## **QUALIFICATIONS:**

### Required:

1. Must be an active member in good standing of the University of Victoria Students' Society, as defined by UVSS bylaws.
2. Minimum 6 months' experience supervising volunteers.
3. Demonstrated understanding of the mental health issues students face and relevant resources and/or services.
4. Demonstrated experience maintaining organizational social media accounts.
5. Demonstrated strong communication skills and confidence performing member outreach and/or building community partnerships.
6. Demonstrated experience with Microsoft Office, Google applications (e.g. Drive, Docs, Sheets), and other related office software.
7. Demonstrated event and/or programming coordination experience.
8. Demonstrated understanding of creating safer spaces.
9. Demonstrated ability to work independently with little supervision as well as contribute positively in a team environment.
10. Excellent written and verbal communication skills.
11. Must be punctual and reliable.

### Preferred:

1. Demonstrated experience in customer service.
2. Ability to build and maintain relationships with diverse stakeholders and community partners.
3. Experience working or volunteering at a peer support or similar charity/non-profit organization.
4. Experience managing supplies and resources.
5. Experience in project initiation, planning, and evaluation.
6. Experience working with individuals in crisis.
7. Knowledge of on-campus resources and services.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.