EXEC TEAM VOLUNTEER POSITIONS—Job Description for 2017/2018

OVERVIEW OF STRUCTURE AND EXPECTATIONS:
The Faculty of Health Sciences Peer Mentorship Program at SFU is primarily a student run program. The exec team will distribute the roles and responsibilities of coordinating the Mentorship Program as they see fit. The Faculty Advisor will be consulted on matters beyond the scope of the student directors of the program. The coordinators are expected to work as a cohesive unit that supports each other and their team of mentors throughout the year. Each coordinator has the right to make the final decisions in their sections, but decisions will always be made with the input of the four coordinators.

POSITION OUTLINE:
The coordinators are responsible for the management of all elements of the Peer Mentorship Program. In particular, this leadership committee acts as administrators, event planners and coordinators for the many activities and individuals associated with the program. These activities are entirely self-initiated, with minimal support from the Faculty Advisor. In the past, the exec team has relied on each other for support and guidance. The coordinators will have different responsibilities to complete, but they will be working together to move the program forward. Overall, the leadership committee provides ongoing support for mentors and mentees.

QUALIFICATIONS:
- Good knowledge or willingness to learn about the FHS Peer Mentorship program and its operations (beneficial but not necessary to have at least 1 year of prior mentorship experience)
- Ability to coordinate and lead ~25 student mentors in their support of 200 new student mentees
- Excellent organizational, analytical reasoning, problem solving, and conflict management skills
- Excellent initiative and time management skills
- Excellent oral and written communication skills. Comfort and professionalism with public speaking
- Demonstrated ability to work well in a team environment and function well independently
- Extensive experience with the planning, preparation, and execution of various events
- Ability to exercise sound judgment and initiative.
- Comfortable liaising with FHS Faculty & Staff
- Ability to effectively use word processing for note taking and some minimal graphic design (for promotional materials)
- Basic web skills (Weebly website, Facebook, & Email)

COMPENSATION:
HOURS: 3-5 hours per week
DURATION OF COMMITMENT: June 2017 – May 2018

PRIMARY RESPONSIBILITIES FOR ALL COORDINATORS:
1. Training mentors during group training on July 15, 2017. Responsibilities may include preparing training materials and conducting necessary teambuilding and training activities
2. Advising and supporting Mentors throughout the year
3. Recruiting Mentees – this process includes conducting a first year student calling campaign during the Summer, presenting at SFU Fall Orientation, constructing promotion emails and social media posts, and coordinating classroom presentations during the first week of classes
4. Help the mentor coordinator with monitoring mentor progress and providing feedback to mentors for every official contact period (2 every semester) and at any other point in the semester as matters arise. Must be comfortable providing feedback and support through email, phone calls and in person

5. Occasionally attending SFU wide Mentorship program meetings with the SFU Student Life Educator and representatives from other SFU mentorship programs.

6. Attend all monthly in-person exec team meetings

7. Regularly update google doc with current events/actions

8. Expected to book off program event dates and attend all program events (6)

9. Complete all monthly “checklist” duties

10. Complete monthly update meetings with the director

11. Help out other exec team members and contribute to team

DIRECTOR:

- Coordinates the executive team,
- Helps each executive, provides support as needed
- Creates a timeline of responsibilities for the year
- Finalizes, and reviews budget ensuring that costs follow plan
- Assists with pairing mentees and mentors, and finalizes this, ensuring that each mentee and mentor is appropriately paired
- Organizes meetings with the Executive Team as necessary (weekly/biweekly)
- Is main contact person for the Peer Mentorship program, overseeing staff communication or collaboration with other student groups

MENTOR COORDINATOR:

- Helps director with overseeing selection new mentor team
- Outlines expectations of mentors (how many meetings/events they are able to miss etc.)
- Helps Mentee coordinator match mentors and mentees
- Provides support to mentors throughout the year, answering questions and addressing concerns
- Contacts mentors each month, organizing mentor meetings or providing updates via email
- Sends out and reads the monthly Reflection Forms and ensures they are all submitted by set deadline
- Keeps track of mentor attendance at events and meetings
- Send out Interim Summary Report in January, tracking mentor attendance and participation over the prior (Fall 2017) semester

EVENT COORDINATOR (2 positions available):

- Working together with the other event coordinator and the exec team members, organize 6 peer mentorship events around:
  - Welcome Event (Meet and Greet)
  - Mid Oct
  - End of Fall
  - Start of Spring
  - Mid Feb
  - End of Spring
- Recruit Mentor volunteers for assistance where needed
Follows the outline for 4 prestructured events (Star of Fall/Spring; End of Fall/Spring)
Develops 2 new events for October and February
Attend all organized events
Present event timelines in advance to exec team members during regular meetings
Meet with director for event updates and follow-ups regularly
Handle program budget

MENTEE COORDINATOR:
- Deals with communicating with mentees regarding questions and concerns by email or phone or in person
- Update team on mentee “news” at meetings
- Read over mentee application forms and keep a record of mentee applications (excel)
- In charge of assigning mentors to mentees
- Contact mentors regarding mentee concerns
- Organize monthly mentee meet ups
- Contact special guests for meetings
- Monitor mentee and mentor connections
- Create mentee feedback surveys
- Organize spring 2017 mentee recruitment
- *Workload heavy during summer and fall semester
- Regularly mail mentee regarding updates, events, and opportunities

SOCIAL MEDIA COORDINATOR:
- Oversee the Facebook Peer Mentorship Page
- Create annual Facebook group for Mentors and Mentees
- Promote the program, cross-promote with other student groups (i.e. HSUSU)
- Create monthly “posts” regarding the program (i.e. Mentor/Mentee of the Month feature)
- Oversee the Instagram and Twitter account
- Routinely post program photos on all social media outlets
- Create the event posters used on social media pages (knowledge of programs like Photoshop etc. is considered an asset)
- Present at most events to document event highlights, photos, etc..
- Monitor Peer Mentorship website
- Update mentor profiles (once mentors are finalized for the year)