PEER EDUCATION: SENIOR PEER COACH

JOB DESCRIPTION

POSITION TITLE: SENIOR PEER COACH
DEPARTMENT: STUDENT ENGAGEMENT & RETENTION
UNIT: STUDENT SUCCESS & STRATEGIC SUPPORT
REPORTS TO: STUDENT DEVELOPMENT EDUCATOR (STUDENT ENGAGEMENT AND RETENTION)
TIME COMMITMENT: 10-12 HOURS PER WEEK (ON AVERAGE)
RENUMERATION: $15/HOUR

PROGRAM OVERVIEW

Peer Education is an experiential learning program that fosters growth and development for student volunteers who engage the campus community through outreach, education, and engagement opportunities. These services are delivered in a student-to-student format, with opportunities that provide a stepping stone for student volunteers to expand their experience in higher level volunteer opportunities and into their future careers.

The Peer Education community is made up of a growing number of Peer Education programs from across the SFU campuses. A complete list of current Peer Education programs can be found here: http://www.sfu.ca/students/get-involved/groups/peer-education.html

Student Engagement and Retention, through the Student Development Educator, supports these Peer Education programs with volunteer recruitment, core training, ongoing training and professional development and by administering and supervising the Peer Coaching program. Peer Coaching is an essential part of Peer Education as it provides ongoing support and connection for Peer Educators based on collaborative goal setting, self-awareness and self-directed learning.

POSITION SUMMARY

The Senior Peer Coach is part of the Peer Education Administration Team. Senior Peer Coaches support the Peer Education program overall under the direction of the Student Development Educator, focusing on the Peer Coaching program and providing input and assisting with other aspects of training and development. The duties and responsibilities of this position will be completed in person at the Burnaby campus with flexibility to work remotely on independent tasks. The Senior Peer Coaches will complete their tasks independently (sometimes as part of a small team) around their academic and personal schedules while meeting deadlines provided by the Student Development Educator.

DUTIES AND RESPONSIBILITIES

- Provide mentorship and support to Peer Coaches, including one-on-one goal oriented coaching meetings with assigned Peer Coaches three time per term
- Provide Peer Coaching to Peer Educators of new Peer Education programs, if necessary
- Check-in with Peer Coaches about coaching progress and provide guidance throughout the term, communicating up to the Student Development Educator when necessary
- Assist in the assessment and development of online and in-person Peer Coach training
• Co-facilitate in-person Peer Coach training and evaluate Peer Coach practice runs
• Assist with Peer Education recruitment initiatives, including attending outreach events on behalf of the Peer Education program
• Participate in Peer Coach recruitment and interviewing
• Attend and support Peer Education in-person Core Training
• Monitor the progress of Peer Education Core Training make-up assignment submissions
• Work with a small team of other Senior Peer Coaches and the Student Development Educator to plan and implement ongoing training and professional development, including co-facilitating and supporting returning Peer Coaches with facilitating Professional Development sessions on Professional Development Day
• Develop content, facilitate, moderate and note take at the Peer Coach group meetings and social events
• Check in with the supervisor on a regular basis and attend meetings as scheduled.
• Self-report hours worked on a regular basis.
• Other related duties as needed.

PAY RATE & WORK LOCATION

• $15.00 / hour

LOCATION OF WORK

• Burnaby campus and remote independent work, occasional evening and weekend availability required

TIME COMMITMENT (TRAINING AND WEEKLY HOURS)

• **Training** (all aspects of training are mandatory)
  o ONLINE: Prior to the in-person training session, successful candidates are required to review the online Canvas training course (approximately 2 hours)
  o IN PERSON: The in-person training session will be scheduled for the week of Monday, May 7 or the week of Monday, May 14, depending on the successful candidates’ schedules (approximately 4-5 hours)
• **Meetings** (attendance is mandatory, these will be scheduled based on the supervisor’s schedule and the Senior Peer Coaches’ schedules):
  o Biweekly meetings with the Student Development Educator and all the Senior Peer Coaches (1.5 hours)
  o Group meetings with the Peer Coaches to serve as check-ins, or further skill development, approximately twice per term (2 hours)
  o 3, 30-minute (to 1-hour) meetings with each of your coaches, per term
  o 2 to 3, 30-minute (to 1-hour) personal development meetings with the Student Development Educator
• **Minimum 3 term commitment** (Summer 2018 and Fall 2018 required). The third term will preferably be Spring 2019, but flexibility is available for students going on exchange or in co-op
• The employment start will be May 7, 2018 (end date depending on needs) and may be extended on a term by term basis
• During the period of employment, the Senior Peer Coach will work **10-12 hours per week on average**. The exact number of hours per week will fluctuate based on what you are working on with possible increased hours during peak periods (late August, early September)
QUALIFICATIONS

- Past experience and training in a mentorship or coaching role;
- Past experience and understanding of how to support fellow students in a volunteer or professional context;
- Good group facilitation and presentation skills;
- Good academic standing;
- Excellent written communication skills;
- Flexible and adaptable;
- Responsible and reliable;
- Polite, respectful, and courteous in person and online;
- Ability to stay on task with minimal supervision;
- Self-motivated and able to work independently;
- Ability to work as part of a team;
- Past experience in using Canvas an asset;
- Familiarity with Peer Education as a Peer Educator or Peer Coach an asset; and
- Completion of P2L 1 and P2L 2 an asset.

IMPORTANT DATES

- **Peer Coach Training (for NEW Peer Coaches)**
  - Online facilitation for Peer Coach Training (approximately 3 hours per term)
    - August 13-27, 2018
    - December 17-January 7, 2019
  - In-person Peer Coach Training (4 hours per term)
    - August 27, 2018: 2:30 pm – 6:30 pm, Burnaby Campus
  - January 7, 2019: 2:30 pm – 6:30 pm, Burnaby Campus

- **Peer Education Core Training (for NEW Peer Educators)**
  - In-person Core Training (4 hours per term)
    - May 15, 2018: 5:30-8:30 pm, Burnaby Campus
    - September 4, 2018: 5:30-8:30 pm, Burnaby Campus
    - January 8, 2019: 5:30-8:30 pm, Burnaby Campus
  - Online facilitation of Core Training Make-up Assignment (as required)

- **Peer Education Professional Development Days (4 hours per term)**
  - October 13, 2018: 10 am – 2 pm, Burnaby Campus
  - February 2, 2019: 10 am – 2 pm, Surrey Campus

APPLICATION INSTRUCTIONS

A detailed resume, cover letter and answers to application questions must be uploaded to myInvolvement.sfu.ca by 11:59 PM on Sunday, April 8, 2018.

QUESTIONS?

Contact Rebecca Shaw, Student Development Educator
rshawa@sfu.ca
778-782-2398

Updated: March 2018