Graduate Peer Support Centre Coordinator

Overview

The Graduate Peer Support Centre is a group of student volunteers, overseen by the Graduate Peer Support Centre coordinator, who provide a confidential and welcoming peer-based support to Graduate students at Queen’s University. The Centre adheres to a peer support model; the philosophy behind this model is that for some individuals, and for some areas of individual concern, the assistance provided by a peer will be the most effective form of support. The peer volunteers are trained in active listening, suicide intervention, and are well-versed in resource referral to suit the diverse needs of graduate students. This model is founded on: self-determination and equality, mutuality and empathy and active listening skills.

Key Responsibilities

- Attend monthly meetings with the Vice-President Graduate and other management team members.
- Scheduling for all Peer Support Centre volunteers
- Report usage statistics to Student Wellness Services
- Ensure that all staff are properly trained and provide on-going training sessions to address relevant concerns of staff
- Be-on call and available during Peer Support Centre shifts to assist volunteers when needed.
- Develop and maintain resource binder for all campus and community resources that members can access
- Provide mentorship and support to volunteers
- Provide professional development opportunities to volunteers
- De-brief with volunteers as needed after shifts and ensure that emergency procedures are followed
- Make recommendations to the VP Graduates on potential University wide policy changes to benefit SGPS members
- Collaborate on the development and implementation of a social media, advertising, and outreach strategy

Qualifications

- Must be a currently registered SGPS member
- No previous experience required as staff will be trained
- Mental Health First aid is an asset
- SafeTalk is an asset
- Excellent Time-Management skills
- Interpersonal Skills
- ASIST training required (paid for by the SGPS for the successful candidate)

Renumeration

$500 a month, with an expected time commitment of 8 – 10 hours a week

To apply

To apply for this position, please submit a resume and cover letter (with student number) to the attention of Rohit Shukla, Incoming VP Graduate to apply@sgps.ca. Please specify that you are applying for the Graduate Peer Support Centre Coordinator position in your subject line.

Applications are due on April 22nd 2021 at 11:59 pm.

For more information, visit https://sgps.ca/gpsc/