



UNIVERSITY OF
CALGARY

Flu Clinic Support Peer Helper Position Description Fall 2024

Position Title: Flu Clinic Support Peer Helper
Department: Student Wellness Services/Staff Wellness
Term: October 15 – October 25

POSITION DESCRIPTION

University of Calgary will offer [2024 Influenza Vaccination Clinics](#) to the students, staff and faculty members. This is a volunteer leadership position that supports the reception/check-in desk at the Flu Clinic.

TASKS AND RESPONSIBILITIES

- Attend a 1 – hour mandatory online training on TBA
- Greet clients
- Confirm appointment and pre-appointment information in the computer system (clients are required to pre-register and bring a barcode to the clinic)
- Run supplies/equipment between various stations
- Read and understand the Volunteer Hazard Assessment
- Log your volunteer hours on MyImpactPage after completion of your shift(s)

COMMITMENT LEVEL: Available for a minimum of 5 - 6 shifts

VOLUNTEER SHIFTS/LOCATIONS

- Tuesday, October 15 @ Health Research Innovation Centre (HRIC) Atrium, Foothills Campus
 - Shift 1: 8:45 a.m. – 11 a.m.
 - Shift 2: 10:45 a.m. – 1 p.m.
 - Shift 3: 12:45 p.m. – 3 p.m.
- Wednesday, October 16 @ HRIC Atrium, Foothills Campus
 - Shift 1: 8:45 a.m. – 11 a.m.
 - Shift 2: 10:45 a.m. – 1 p.m.
 - Shift 3: 12:45 p.m. – 3 p.m.
- Monday, October 21 @ MacEwan Student Centre, Main Campus
 - Shift 1: 7:45 a.m. – 10 a.m.
 - Shift 2: 9:45 a.m. – 12 p.m.
 - Shift 3: 11:45 a.m. – 2 p.m.
- Tuesday, October 22 @ MacEwan Student Centre, Main Campus
 - Shift 1: 8:45 a.m. – 11 a.m.
 - Shift 2: 10:45 a.m. – 1 p.m.
 - Shift 3: 12:45 p.m. – 3 p.m.
- Wednesday, October 23 @ MacEwan Student Centre, Main Campus
 - Shift 1: 8:45 a.m. – 11 a.m.
 - Shift 2: 10:45 a.m. – 1 p.m.
 - Shift 3: 12:45 p.m. – 3 p.m.
- Thursday, October 24 @ MacEwan Student Centre, Main Campus
 - Shift 1: 8:45 a.m. – 11 a.m.
 - Shift 2: 10:45 a.m. – 1 p.m.
 - Shift 3: 12:45 p.m. – 3 p.m.
- Friday, October 25 @ MacEwan Student Centre, Main Campus
 - Shift 1: 8:45 a.m. – 11 a.m.

- Shift 2: 10:45 a.m. – 1 p.m.
- Shift 3: 12:45 p.m. – 3 p.m.

TRAINING: Online training will be provided on TBA

QUALIFICATIONS

- Demonstrated professionalism, maturity and good judgment
- Excellent communication skills
- (For UCalgary students) Registered in courses in good conduct standing for non-academic misconduct at the University of Calgary

VOLUNTEER REGISTRATION

Please fill out the peer helper application and indicate your shift availability from a link on our [website](#) by Sunday, October 6.

CONDUCT STATEMENT

This position requires students to be in good conduct standing for non-academic misconduct.

If you are currently involved in a non-academic misconduct process, or have been found responsible for a violation of the Student Non- Academic Misconduct Policy and you are unsure of your conduct standing, please contact conduct@ucalgary.ca to verify your status. More information is available at: www.ucalgary.ca/student-services/student-conduct/faq

Please note that in submitting your application, you are verifying that you are in good conduct standing and you consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.