



**UNIVERSITY OF  
CALGARY**

**Faith and Spirituality Centre  
Events Team  
Peer Helper**

<b>Position Title:</b>	<b>Events Team Peer Helper</b>
<b>Department:</b>	<b>Faith and Spirituality Centre</b>
<b>Term:</b>	<b>Winter 2025</b>
<b>Hours:</b>	<b>1 – 4 hours/week</b>
<b>Length of Position:</b>	<b>January 2025 – April 2025 (with potential to continue)</b>

The [Faith & Spirituality Centre](#) (FSC) offers a variety of spiritual and faith-based practices and encourages religious literacy, interfaith dialogue, cooperation, and action as a critical part of the student experience at the University of Calgary. We aim to foster this environment so that students can be their authentic selves in a spiritually inclusive campus culture.

**POSITION DESCRIPTION**

We are looking for dedicated, compassionate, and energetic individuals to volunteer as part of our Events Team. This role has a lot of flexibility and is based on the individual's interest in many of the following activities: hosting events and community gatherings, interfaith initiatives, service projects in the community, orienting students to the FSC space and advertising the FSC at campus-wide initiatives. A student who is willing to volunteer an hour of their school day here and there as part of a committed volunteer team would be a great fit.

**TASKS AND RESPONSIBILITIES:**

Work closely with Team Leaders and FSC Staff for the following:

- Help organize and plan group activities, including working collaboratively with other service areas and student clubs on campus and external organizations. Examples include hosting weekly DiversiTEA events, monthly Taste of Tuesday events, and other intercultural and interreligious diversity programs.
- Welcome visitors to the FSC and provide tours, promote the FSC and its activities, and work to engage Peer Helpers
- Support the Student Team Leader(s) in setting goals, events, and programs for the year.
- Attend monthly planning meetings.
- Attend the FSC's Peer Helper orientation and other relevant training sessions
- Engage in one-on-one mentoring/planning with a faith representative or other FSC member
- Support events and programs hosted by the FSC Faith Representatives/Chaplains, according to personal interest
- Other duties as assigned.

**BENEFITS:**

- Meet new people, make new friends, and develop professional contacts as part of an amazing community
- Learn about a variety of faith practices
- Build positive relationships and have meaningful conversations with peers
- Learn how to host events
- Will have access to a variety of teas
- Build your resume

- Develop intercultural competencies
- Will have access to a restful, inclusive study space
- Gain skills in:
  - Interpersonal communication
  - Active listening
  - Public speaking
  - Facilitating dialogue
  - Helping skills
  - Leadership
  - Resource referral
  - Advocacy
- Become part of the UCalgary Peer Helper community throughout offices across campus
- Valuable leadership training opportunities provided to all UCalgary Peer Helpers

#### COMMITMENT:

- Complete a minimum of 20 hours of volunteering per semester including:
  - Attend the **mandatory** Peer Helper Orientation **Saturday, January 25, 2025, 12:30 – 4 p.m., in-person at the FSC**
  - Attend bi-weekly team meetings from 2 – 2:30 p.m.: Jan. 27, Feb. 10, Feb. 24, Mar. 10, Mar. 24, Apr. 7
  - Participate in monthly 1-hour check-ins with a faith representative
  - 1 - 4 hours of volunteering weekly in the FSC
- Regularly check Microsoft Teams and/or email for volunteer communications
- Availability during the regular school day; 8:00 a.m. – 5:00 p.m. Most volunteer opportunities are during the day and it will be your responsibility to schedule your time accordingly. There are very few evening/weekend opportunities.
- Log volunteer hours on MyImpactPage
- A commitment for the entire semester is necessary.

#### QUALIFICATIONS:

- Respect for and strong interest in diversity in its broadest sense, including gender identity, sexual orientation, ethnicity, race, faith, age, and ability
- Must be open and sensitive to those from a variety of faith traditions or from none at all.
- Time management to balance between Peer Helper responsibilities and school/work/social life.
- Previous experience planning events and activities is considered an asset.
- A creative passion for getting things done.
- Demonstrated professionalism, maturity, and good judgment.
- Is reliable and can complete projects from start to finish.
- Excellent oral and written communication skills.
- Experience working with diverse student groups.
- Passion for social justice is considered an asset.
- All Peer Helpers must be in good standing with the Student Conduct Office

#### EMPLOYABILITY SKILLS:

As a result of volunteering in this role, students can expect to develop their employability skills in the following focus areas, as outlined by the Conference Board of Canada's Employability Skills:

- **Communication Skills:** Gain public speaking, presentation and group facilitation skills.

- **Teamwork Skills:** Develop skills in understanding group dynamics, engaging in dialogue with others who approach learning, work, and world issues differently, and event/project management.
- **Personal Management Skills:** Learn how your strengths help you to be responsible, adaptive, and a constant learner in professional settings. You will also have the opportunity to work on professional goals in this position using the SMART model.
- **Intercultural Capacity Building:** You will gain knowledge and understanding of a variety of faiths and cultures as well as learn how to contribute to a culture of peace in multicultural communities.

As a University of Calgary Peer Helper, you will also have the opportunity to expand your network of students, faculty, and staff and have access to specific career development opportunities provided through the Peer Helper Program.

#### **PEER HELPER PROFESSIONAL DEVELOPMENT PROGRAM:**

The Peer Helper Program engages 300 students every year through 17 different on-campus offices. A key part of being a Peer Helper is having the opportunity to develop your employability skills and experiences, and then translate those experiences into strong interview stories.

#### **APPLICATION PROCESS**

To apply, please submit an online application form available [HERE](#) by **Monday, January 13, 3 p.m.** Selected candidates will be invited for interviews. If you have any questions, please direct them to [interfaith@ucalgary.ca](mailto:interfaith@ucalgary.ca)

#### **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](mailto:conduct@ucalgary.ca) to verify your status. More information is available at: [www.ucalgary.ca/student-services/student-conduct/faq](http://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