CANDIDATE PROFILE
PEER LEADERSHIP COACH
FALL/WINTER 2017/2018


REMUNERATION: The hours expected of a Peer Leadership Coach are approximately 5-12 hours per week. Peer Leadership Coaches are paid a maximum of 180 hours per year and are provided with training and professional development opportunities.

ELIGIBILITY: Applicants must be returning student in the 2017-2018 academic year and be legally able to work in Canada.

REPORT TO: The Peer Leadership Coach reports directly to the Student Development Officer, Leadership & Learning, who will provide training, support and assistance in the execution of their responsibilities.

POSITION SUMMARY: The Peer Leadership Coach (PLC) works with a team to deliver the utmLEAD program. PLCs work in pairs to facilitate, co-facilitate or participate in their assigned utmLEAD sessions. PLCs participate in weekly team meetings, recruitment and outreach activities, develop resources to support the leadership development of individuals and organizations on campus, and develop a marketing and social media strategy to promote the program. PLCs must have strong communication and facilitation skills. PLCs must be enrolled in at least 40% of a full course load for the entire fall/winter period of study.

REQUIRED SKILLS:
▪ Cross-cultural awareness;
▪ Strong oral and written communication;
▪ Excellent time management;
▪ Good public speaking skills;
▪ Familiarity with social media and virtual communication methods;
▪ Knowledge of the campus and its resources.

RESPONSIBILITIES:
A. PROGRAM DEVELOPMENT & PROMOTION
▪ Work in collaboration with other Peer Leadership Coaches and campus partners to develop content for utmLEAD sessions;
▪ Promote the utmLEAD program through fairs, tabling, social media, etc.

B. FACILITATION
▪ Coordinate and facilitate the utmLEAD program as outlined in the PLC Handbook over the course of the fall and winter semesters. Each PLC will facilitate one workshop per week for a total of 10 weeks per semester.

C. COMMUNICATION & ADMINISTRATION
▪ Communicate with students, team and supervisor in a timely manner;
▪ Send email reminders to registered students 24 hours in advance of each utmLEAD session;
▪ Be respectful and professional at all times;
▪ Monitor U of T email account daily for work-related emails.

D. TEAM DEVELOPMENT
• Attend weekly PLC team meetings;
• Participate in team socials and teambuilding;
• Support the efforts of the other Peer Leadership Coaches and other Student Life initiatives.

E. TRAINING & COMMITMENTS
• Attend Student Leadership Training between August 21st and 25th;
• Attend in-service training and development throughout the contract period;
• Assist with the recruitment and hiring process in Winter 2018;
• Attend 1:1 meetings with a Student Development Officer regularly.

F. ADDITIONAL DUTIES
• Additional duties as assigned by the Student Development Officer, Leadership & Learning.