**EXECUTIVE TEAM (VOLUNTEER) POSITIONS**​

**Role Description for 2022-2023**

**OVERVIEW OF STRUCTURE AND EXPECTATIONS:**

The Faculty of Health Sciences Peer Mentorship Program at SFU is one of the only student-run mentorship programs at SFU. It falls under the scope of the Health Sciences Undergraduate Student Union (HSUSU) so a lot of the work will overlap. The executive team will distribute the roles and responsibilities of coordinating the Mentorship Program as they see fit. The Faculty Advisor & Student Engagement Coordinator will be consulted on matters beyond the scope of the student directors of the program. The coordinators are expected to work as a cohesive unit that supports each other and their team of mentors throughout the year. Each coordinator has the right to make the final decisions in their sections, but decisions will always be made with the input of the all executives.

**POSITION OUTLINE:**

The coordinators are responsible for the management of all elements of the Peer Mentorship Program. In particular, this leadership committee acts as administrators, event planners and coordinators for the many activities and individuals associated with the program. These activities are entirely self-­initiated, with minimal support from the Faculty. In the past, the executive team has relied on each other for support and guidance. The coordinators will have different responsibilities to complete, but they will be working together to move the program forward. Overall, the leadership committee provides ongoing support for mentors and mentees. It is also important to note that these roles require intensive work and coordination during the Summer and Fall semester.

**QUALIFICATIONS FOR ALL POSITIONS:**

* Good knowledge or willingness to learn about the FHS Peer Mentorship program and its operations (beneficial but not necessary to have at least 1 year of prior mentorship experience)
* Ability to coordinate and lead ~25-50 student mentors in their support of approximately 200 new student mentees
* Excellent organizational, analytical reasoning, problem solving, and conflict management skills
* Excellent initiative and time management skills
* Excellent oral and written communication skills.
* Comfort and professionalism with public speaking
* Demonstrated ability to work well in a team environment and function well independently
* Extensive experience with the planning, preparation, and execution of various events
* Ability to exercise sound judgment and initiative.
* Comfortable liaising with FHS Faculty & Staff
* Ability to effectively use word processing for note taking and some minimal graphic design (for promotional materials)
* Basic web skills (Weebly website, Square Space, HTML, Facebook, Instagram & Email)

**TIME COMMITMENT REQUIRED:**

**HOURS:** ​3-5 hours per week (depending on deliverables)

**DURATION OF COMMITMENT:** ​May 2022 – May 2023

**PRIMARY RESPONSIBILITIES FOR ALL COORDINATORS:**

1. Coordinate with SFU Student Services and Engagement for training mentors during the Summer 2022 term. Responsibilities may include preparing training materials and conducting necessary team­building and training activities
2. Advising and supporting Mentors throughout the year
3. Recruiting Mentees – this process includes conducting a first-year student calling campaign during the Summer, presenting and volunteering at SFU Welcome Day, constructing promotion emails and social media posts, and coordinating classroom presentations during the first week of classes
4. Help the mentor coordinator with monitoring mentor progress and providing feedback to mentors for every official contact period and at any other point in the semester as matters arise. Must be comfortable providing feedback and support through email, phone calls and in-person (may change due to COVID-19)
5. Occasionally attending SFU­-wide Mentorship program meetings with the SFU Student Engagement Coordinator and representatives from other SFU mentorship programs.
6. Attend all monthly in­-person exec team meetings
7. Regularly update the exec team with current events/actions
8. Expected to book off program event dates and attend all program events
9. Help out other exec team members and contribute to team

**MENTOR & MENTEE COORDINATORS:** The mentor and mentee coordinators (MMC) will work together to perform many of the MMC tasks. The main differences are outlined in red.

***MENTOR & MENTEE COORDINATOR (A):***

* **Contacts mentors each month,** organizing mentor meetingsand providing updates via email
* **Creating and sending out Doodle sign up links for discord shifts**
* **Creating/sending out the monthly Summary Forms and ensures they are all submitted by set deadline**
* Helps director with overseeing selection new mentor team
* Outlines expectations of mentors (how many meetings/events they are able to miss etc.)
* Works with exec team to lead matching of mentors and mentees
* Provides support to mentors throughout the year, answering questions and addressing concerns
* Keeps track of mentor attendance at events and meetings
* Deals with communicating with mentees regarding questions and concerns by email or phone or in person
* Update team on mentee “news” at meetings
* Read over mentee application forms and keep a record of mentee applications (excel)
* In charge of assigning mentors to mentees
* Liaise with mentors regarding mentee concerns and monitor mentee and mentor connections, if needed
* Help the rest of the exec team with recruitment
* At the end of each semester, works with Director to compile list of active mentors for CCR submission

***MENTOR & MENTEE COORDINATOR (B):***

* **Collects data *from* monthly summary forms and keeps track of mentor submissions each month**
* **Tracks completion of discord shifts per mentor, each month**
* **Looks through data from monthly summary forms and accordingly notifies team of any concerns and addresses mentor questions**
* Helps director with overseeing selection new mentor team
* Provides any necessary updates via email and organizing mentor meetings.
* Outlines expectations of mentors (how many meetings/events they are able to miss etc.)
* Works with exec team to lead matching of mentors and mentees
* Provides support to mentors throughout the year, answering questions and addressing concerns
* Keeps track of mentor attendance at events and meetings
* Deals with communicating with mentees regarding questions and concerns by email or phone or in person
* Update team on mentee “news” at meetings
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**EVENT COORDINATOR (S):**

* Working together with HSUSU and the exec team members to organize events
  + Example of events: Welcome Event (Meet and Greet), study sessions, Game Nights, etc.
* Recruit mentor volunteers for assistance where needed
* Attend all organized events
* Present event timelines in advance to exec team members during regular meetings
* Meet with director for event updates and follow­-ups regularly
* Work with Social Media Coordinator to compile marketing details and come up with a marketing plan
* Handle program budget and coordinate this with the Director

**SOCIAL MEDIA COORDINATOR (S):**

* Oversee the Facebook and Instagram Peer Mentorship Page
* Create annual Facebook group for Mentors and Mentees, if needed
* Promote the program, cross-promote with other student groups (i.e. HSUSU)
* Create monthly “posts” regarding the program (i.e. Mentor/Mentee of the Month feature)
* Oversee the Instagram and Twitter account
* Routinely post program photos on all social media outlets
* Create the event posters used on social media pages (knowledge of programs like Photoshop etc. is considered an asset)
* Present at most events to document event highlights, photos, etc.
* Monitor Peer Mentorship website
* Update mentor profiles (once mentors are finalized for the year)