VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
STUDENT DEVELOPMENT CENTRE, UWO

POSITION: PEER MENTOR
(1 Fall/Winter position)

AREA: Services for Students with Disabilities

TIME COMMITMENT: 2-3 hrs/wk: hours per week may vary depending on projects and needs expressed by students. Volunteers work on an on-call basis.

OBJECTIVE: To provide assistance for students with various disabilities at UWO in addressing disability-related concerns and barriers.

DUTIES AND RESPONSIBILITIES:

1. Provide specific assistance for a student with a disability to meet academic demands of their university program, according to guidelines that have been set by the student with a disability along with their SSD Counsellor (for example, assisting a student who is blind to orient to the physical layout of the university, meet with, discuss and model good study habits with a student having a learning or attention disorder, assist a student with a mobility impairment in a lab) in a sensitive and compassionate manner.
2. Please note: This position functions primarily on an on-call basis, you may not have strict hours each week but are expected to be ready to help a student in need.

VIP PROGRAM REQUIREMENTS (FOR ALL VIP POSITIONS):

- Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
- Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and Safety, Safe Campus, AODA.
- Submit a Midterm Feedback Form each term and a year-end program evaluation form to the VIP Program.

QUALIFICATIONS:

1. Must demonstrate maturity, excellent communication skills (speaking, attending and listening), and organizational and interpersonal skills.
2. Past experience in working with persons with disabilities will be an asset.
3. Possess awareness, sensitivity and understanding of the needs of students (or persons) with disabilities.
4. Computer skills:
   a) Familiarity with computers, WebCT, UWO email and UWO web services.

BENEFITS:
- Enhance organizational and communication skills.
- Gain personal enrichment and experience in working with people with disabilities.
- Gain further awareness and sensitivity in issues faced by people with disabilities.
- Gain experience in working in an office environment.
- Receive feedback via a midterm performance review.
- Upon successful completion of the term, may request a letter of recommendation.

**TRAINING:**

- General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Specific training as arranged by Supervisor.

**RESPONSIBLE TO:** Wendy Dickinson, Services for Students with Disabilities Counselor