



University of Guelph WUSC Local Committee

2016 – 2017

Volunteer Support Person Job Description Student Refugee Program (SRP)

Term: May 2016– May 2017

Hours: Average 3+ hours per week (more at the beginning of the semester)

Report to: Student Refugee Program Coordinator & Staff Advisor

Through a unique youth-to-youth sponsorship, WUSC's Student Refugee Program provides student refugees with an opportunity to pursue their education at a Canadian university and/or college, as permanent residents.

For more information about the SRP and WUSC's programs, please see our website:

<http://wuscguelph.wordpress.com/>

POSITION DESCRIPTION:

Along with a team of 2 other volunteers, partner with a student arriving at the University of Guelph through the WUSC Student Refugee Program (SRP) in order to offer support during their transition to life in Canada and at U of Guelph.

ONGOING RESPONSIBILITIES:

- Communicate regularly with the student you are partnered with and the rest of your team (at least once a week) to provide support as appropriate. This includes but is not limited to:
 - connecting students with academic resources, medical services, etc.
 - finding textbooks, selecting courses, class information
 - finding weather-appropriate clothing
 - finding housing for the summer after the first year
 - finding a summer job after their first year
 - being regularly available by phone or e-mail to answer any questions or concerns the student may have as they arise.

- Maintain strict confidentiality of information pertaining to the sponsored students.
- Meet with the SRP Coordinator and other SRP volunteers at least once monthly to plan and coordinate tasks and activities, and to problem-solve.
- Attend training sessions as arranged by the SRP Coordinator and Staff Advisor.

- Read and familiarize yourself with the Guide for Sponsoring Groups as well as the WUSC Local Committee SRP Support Manual.
- Keep appropriate records as requested by the SRP coordinator and update Guidebook information as necessary.
- Attend Local Committee meetings and contribute to the activities of the organization (particularly activities and events promoting awareness of the SRP & refugee issues).
 - Mandatory attendance of at least 1 Local Committee meeting per month

SUMMER RESPONSIBILITIES (BEFORE ARRIVAL):

** Please note that while the Support People may not be living in Guelph for the summer, it is your responsibility to ensure that you are able to carry out your assigned duties, stay in touch with the SRP Coordinator and other SRP volunteers (via e-mail) and, if at all possible, be available to be in Guelph when the sponsored students arrive in mid-late August (or as soon as possible after). If the student arrives later, some flexibility in the first weeks of classes may be required.*

- Assist with admissions process for sponsored students (e.g. University of Guelph admissions paperwork)
- Prepare welcome packages for students residence rooms
- Ensure that all immediate needs of the sponsored students are arranged for before and upon their arrival to Canada (e.g. dorm room set up)
- Assist in arranging transportation from the airport, and be part of the welcoming committee that meets the students at Toronto Pearson International Airport.

SKILLS AND EXPERIENCE:

- Be returning as a University of Guelph student for the 2016-17 academic year
- Have an interest in international development issues, particularly refugee issues
- *Previous involvement with the WUSC student local committee is an asset, but not necessary to apply*
- Have the willingness and ability to dedicate the appropriate time needed, including balancing one's other responsibilities, in order to successfully help the sponsored student with their resettlement
- Strong communication skills and cross-cultural sensitivity
- Interest and enthusiasm to meet new people and commit to this position

If you are interested in this position, please send your resume and cover letter to the SRP Coordinator (cmacarth@mail.uoguelph.ca)

Deadline: Friday, March 18th at 11:59pm