

Western International

Western International Student Leader Position Description

Volunteer Position Title: Peer Guide Network Leader

Volunteer Program Supervisor(s): Laura Taron

Position Summary

The Peer Guide Network Leader role supports Western International's goal of fostering a welcoming, inclusive and globally engaged campus community. Peer Guides serve as hosts and community builders in our Global Lounge and Chu Centre. They create a welcoming environment by sharing personal experiences, promoting campus opportunities and facilitating conversation/friendship in our multi-purpose student space, designed for peer-to-peer connection and cultural exchange.

Duties & Responsibilities

- Serve as hosts for Western International's Chu Centre and Global Lounge, committing to 3-4 hours/week and one monthly leadership meeting (may be virtual or in-person).
- Facilitate peer engagement for globally minded Western students (international/Canadian/exchange) by sharing personal experiences and tips about campus life, academic success, career resources, health and wellness and local culture.
- Promote on- and off-campus resources, events and services, encouraging participation and connection.
- Assist with International Student Orientation between late August and September and January including Welcome Centre and outreach booths.
- Uphold cultural sensitivity and inclusivity standards in all interactions.
- Follow program guidelines for boundaries and refers questions to appropriate staff.

Skills & Qualifications

Required:

- Must be a current Western University student (Undergraduate and Graduate).

- Strong interpersonal/communication skills and eager to connect with our diverse student community.
- Ability to work collaboratively in a team environment and contribute to event planning.
- Cultural sensitivity, empathy, and inclusivity in peer interactions.
- Comfortable working independently in after-hours student environments, showing strong initiative, sound judgment and confidence to foster a safe and respectful atmosphere.

Preferred:

- Prior volunteer or leadership experience in a student, community, or intercultural setting.
- Knowledge of campus services and student life at Western.
- Event planning and facilitation experience.
- Familiar with social media content creation and willing to develop creative, accessible posts to drive program engagement.

Volunteer Position Logistics

Term Length:

- September to April, with mandatory full-day, in-person training on **August 18, 2026**.
- Peer Guides are expected to support International Student Orientation events in the last week of August through September, 2026 and through January 2027 as their schedules allows.

Time Commitment:

- Approximately 3–5 hours per week, (Scheduled between 4-7pm hosting in the Global Lounge, Monday to Wednesday + Additional hours during September/January International Student Orientation)
- Must attend one Peer Guide Leadership Meeting each month
- Alternative and/or weekend availability may be requested for some events.

Location:

In-person events at Western International, The Chu Centre, Global Lounge and other campus venues.

Training & Support Provided

Volunteers will receive support and guidance throughout the term. Mandatory training includes:

- Worker Health & Safety Awareness – Worker
- WHMIS (Workplace Hazardous Materials Information System)
- Western Safe Campus Community
- AODA – Accessibility in Service
- Cyber Safety Awareness
- Mental Health Interactive Learning Module – Student or Staff version
- Core Training
- Chu Centre/Global Lounge Host Training
- Team Building/Engagement Workshop (**August 18, 2026**)

Benefits and Recognition for Volunteers

- Develop valuable leadership, intercultural, and communication skills.
- Build professional networks and gain experience in event planning and peer support.
- Opportunities for prizes and recognition throughout the term.
- Hours tracked for reference letters upon request.

Western International is committed to providing an equitable and inclusive volunteer experience and we welcome the participation of all volunteers, including women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available to ensure volunteer experiences are accessible for all participants. Accommodation needs may be identified on the Volunteer Registration form or through the Volunteer Supervisor(s). If accommodations are needed during the recruitment process, please contact wi-admin@uwo.ca.