



## **ROLES AND RESPONSIBILITIES - 2007**

### **Professional Staff (PS)**

*The PS will usually be a staff person associated with Student Affairs. They should have experience leading groups of youth on educational programs and have an understanding of experiential learning models.*

- To act as the central leader
- To be a role model and lead through example
- To assist in the development of the budget
- To submit receipts to Student Life within one week of returning from trip
- To act as the final group decision maker and disciplinarian
- To act as the central coordinator for communication between the group and the organization(s) (while on site)
- To listen to participant questions and concerns and do their best to address them
- To be aware of the physical and emotional needs of participants and monitor this throughout
- To be aware of and responsible for the group's scheduled activities
- To ensure that the group acts in a respectful and professional manner
- To encourage reflection and experiential learning before, during, and after the trip (coordinated in conjunction with CCEC, Peer Helpers and facilitated by TL, PH, and PS)
- To provide a written follow up report on their experience within two weeks of their return (template to be provided)
- To assist in arranging logistical aspects, when necessary
- To use their discretion and act always on the side of caution with regard to the safety of the group and the community
- To act as media contact onsite

### **Peer Helper (PH)**

*The Peer Help will be selected among those in the Citizenship and Community Engagement Unit, based on their leadership ability and their past involvement in PSC.*

- To design, manage, and organize many of the activities/meetings for the group, under the guidance of CCEC and PS
- To contact organizations, professors and professionals to facilitate pre-departure activities
- To act as Communication liaison between team and CCEC
- To act as a leader and role model for team leaders and participants
- To arrange many of the logistical aspects of the program (transportation, accommodation, etc)
- To act as a role model and lead through example throughout the project
- To facilitate activities and reflection pre, during, and post program
- To act as a U of G representative at the site to which their group is designated, if the professional staff is not there
- To listen to participant questions and concerns and do their best to answer or resolve them while also bringing these forward to the supervisor

- To be aware, on time, and responsible for their group's scheduled activities
- To ensure that the group acts in a respectful and professional manner
- To work with the professional staff to ensure reflections and experiential learning before, during, and after the trip are organized (can be facilitated by PS, PH or TL)
- To provide a written report on their experience within two weeks of their return

### **Team Leader (TL)**

*Team Leaders are students who apply for PSC and want to develop their leadership skills through their involvement with it.*

- To act as a role model and lead through example throughout the project
- To facilitate pre-departure group activities, under the guidance of PH
- To act as the central coordinator for communication within the subgroup
- To act as a U of G representative at the site to which their group is designated if PH and PS are not there
- To listen to participant questions and concerns and do their best to answer or resolve them while also bringing these forward to the PH and PS
- To be aware, on time, and responsible for their group's scheduled activities
- To ensure that the group acts in a respectful and professional manner
- To develop reflections and experiential learning activities, under the supervision of the PH and PS, to take place before, during, and after the trip
- To provide a written follow up report on their experience within two weeks of their return

### **All Participants (P)**

*Participants are selected after demonstrating a commitment to social justice and an interest in community development.*

- To act in a professional and respectful manner
- To participate actively in reflection activities
- To engage in activities at all volunteer sites
- To bring forth any questions or concerns to team leaders, supervisors or peers
- To act as an ambassador for the University of Guelph
- To act in a safe and responsible manner
- To notify supervisors, team leaders and peers before separating from the group
- To abide by the laws within the given community
- To provide a reflective report of their experience within two weeks of their return

### **Citizenship and Community Engagement Coordinator (CCEC)**

*The Coordinator works as a liaison between the PS, PH and the Canadian partners, in order to assist in the development of itinerary, budget, logistics and training opportunities.*

- To select PS, PH and TLs appropriate for each role
- To identify PSC projects and develop general program outline
- To assist PS in developing budget
- To coordinate the selection process of participants, collection of money and paperwork
- To assist PS and PH in developing pre-departure and post-trip workshops
- To train TL in group facilitation and team building
- Facilitate PSC Orientation for all PS, PH, TL and participants covering administrative issues and power/privilege
- To provide written report on all of the PSC projects within one month of the project completion, making recommendations for improvements the following year
- To work with Canadian partner to ensure that logistics are arranged on the ground and reflection is built into the agenda
- To act as media contact for PSC programs