

Peer Counselor Officer Application

Applications are due: **The first Friday in May**

To: Mr. Jiu's Office

Name: _____ Phone: _____

WHICH OFFICE ARE YOU APPLYING FOR?

Please check all the offices that you would like to be considered for and number them in preferential order:

(See Attached Sheet for Officer Job Descriptions)

____ President

____ Vice President of Activities

____ Vice President of Communications

____ Vice President of Logistics (secretary)

____ Vice President of Finance (treasurer)

1. Why do you want to be an officer & how would you carry out your duties in the position you are applying for?

(Please answer for each office you checked above)

(Use separate sheet if necessary)

2. Did (will) you take the STAR test this year or did you opt out? Explain your decision either way...

3. What other activities are you involved in outside of peer counseling?
(Clubs, jobs, volunteering, other officer position held, etc.)

Activity

hours a week

officer

4. Being an officer is a yearlong commitment and often time consuming, what do you think should be the consequence for officers and PC's for getting apathetic and slacking before the end of the year?

5. How would you motivate the group and/or individuals if there were problems or lack of involvement?

6. What is your current GPA and will you be able to miss some classes without getting too far behind?

7. Name 3 of the officers this year, what position they held and your relationship with them:

8. How do you think other peer counselors see you in terms of being a peer counselor?

9. Besides the specific officer duties, what do you believe your general role is as an officer in peer counseling?

10. Will you be available during the summer months to help plan the retreat? Y N

11. Tell me about one new and original idea you might want to bring to the peer counseling program.

Peer Counseling Officer Job Descriptions

PRESIDENT – The President runs the morning meetings. Is in constant contact with the peer counseling advisors. She/He also runs the officer meetings, finds quotes or warm-up exercises at the beginning of meetings. The president also is actively involved in all the other officers' duties when there is help that needs to be done. The president is in charge of calling small group leaders about information and making sure the leaders call their groups. The president is in charge of delegating duties not previously assigned, as necessary. The president does any other duties assigned by the peer counseling advisors.

VICE PRESIDENT OF ACTIVITIES – Primary job is to back up the President. If the president were unable to attend a meeting, the VP of Activities would run the meeting. Another assignment is secret pals, making sure the pals are doing what they should be doing. During the winter retreat this officer would run the exercise of rating secret pals. This officer is also involved with the monthly birthday celebrations. This officer is included in picking of small groups for retreats. Another responsibility is the planning of the end of the year party, retreat activities, peer counseling group activities (i.e. barbeques, bowling, beach, etc)

VICE PRESIDENT OF COMMUNICATIONS – Primary job is to back up the president and VP of Activities if they are unable to be at a meeting. If the VP of Activities has to become president then VP of Communications is the next in line. This officer is in charge of writing the monthly newsletter that will contain information about activities, meeting updates, individual peer counselor accomplishments, etc. This person will also write notices for the daily bulletin, the highlights and school newspaper when necessary. This person will be in charge of mailboxes and insuring that crucial information gets in those boxes. This officer also makes the frames for the "Glass head" pictures.

VICE PRESIDENT OF LOGISTICS (secretary) – **MUST** be on time to all meetings. Takes attendance at meetings and functions. Checks with attendance clerks to verify all day absences. Send out reminder notices for excessive absences and tardies. Needs to give reminder calls to members who need to bring donuts for the morning meetings. Keeps a notebook of meeting notes and activities. Helps keep track of attendance at activities. Makes nametags for retreats and any other necessary function.

VICE PRESIDENT OF FINANCE (treasurer)– Is in charge of money for retreats and fundraisers. Is the officer that signs all financial requests to pay out of our account. Works with Ms. Johnson or Mr. Jiu on individual fundraiser results. Works with Mrs. Mele on financial matters. Assists other VP with misc. duties.

**All Officers assist in planning the summer and winter retreats, as well as the end of the year party.

*****If you are not interested in performing the duties of a specific office, please do not put in an application for that position. If chosen you will be required to fulfill the officer job requirements.