



POSITION DESCRIPTION – RESPITE VOLUNTEER PEER SUPPORTER

Volunteer Position

DATE APPROVED: July 24, 2025

POSITION TITLE: Peer Respite Supporter

REPORTS TO: Coordinator Peer Respite Program

HOURS: 1 – 5 families per Peer Respite Supporter. Weekly 3-hour in-home visits, with schedule determined by Coordinator and volunteer's availability. There are no guaranteed minimum hours.

LOCATION: The administrative office is based out of the Midnapore Centre with the Peer Respite Supporter working within assigned families' place of residence within the City of Calgary.

POSITION PURPOSE: Peer Respite Supporters will provide in-home hands-on relief to families who are prenatal and up to one year postpartum. These families have identified that they are struggling with coping day to day and have no or little natural support available to them. This program will support families for a 3-month period helping parents to make progress with their parenting journey, and to build confidence, competence, and connection to their community.

QUALIFICATIONS:

Experience and professional requirements

- Lived experience in your own parenting journey and comfort working with the postpartum population and their newborn infants.
- Be in a positive place in your own life with a personal commitment to self-care through stress management and resiliency strategies to maintain health and wellbeing.
- Completion of Peer Respite training provided by Families Matter.
- Standard First Aid/CPR Level C – Completed before your 1st in-home respite visit.
- This position requires the completion of a Criminal Record Check and a Child Intervention Record Check with results that are satisfactory to the employer. Both Checks must be renewed by the employee before their expiry every three (3) years.

Knowledge and skills requirements

- Well-developed interpersonal, and relationship-building skills; ability to establish rapport and excellent communication with families.
- Self-directed, strong time management and organization abilities.



- Adept computer skills.
- Creativity, energy and sense of fun.
- Physical capabilities are necessary to care for an infant under the age of one, including but not limited to lifting, carrying, feeding, and performing other essential caregiving tasks.
- Must be responsible in transportation to and from families' residence – either with own vehicle or through public transport.

RESPONSIBILITIES:

1. Embrace and uphold the values and policies of Families Matter.
2. Provide individualized Peer support to parents and their newborn baby in the home once a week for a three-hour period.
3. Maintaining consistent and proactive communication with assigned families ensuring they are supported and can address any concerns they may be experiencing.
4. Maintaining consistent and proactive communication with direct supervisor ensuring that pertinent information and updates are provided on an as-needed basis to ensure consistency in programming.
5. Regular data entry to measure program efficacy and ensure accurate tracking.
6. Provide supported referrals to community services and resources as required.
7. Engage in on-going core training and professional development.
8. Participate in regular supervisions with direct Supervisor/Coordinator at Families Matter, promoting open dialogue and reflection on peer practice.
9. Flexible hours to accommodate different schedules.