



## **Breeze Peer Support Leader Position Description**

### **Position Summary:**

Breeze peer support groups of the South Carolina Spinal Cord Injury Association (SCSCIA) connect people together who share a common life experience for support, education and to build social ties. They share a belief that positive personal change can happen through individual efforts with the support of others. Leaders of association-affiliated Breeze groups are valuable volunteers for the SCSCIA and perform an integral role in facilitating this process. Each Breeze peer support group is a collaborative partnership between the group and the association.

Breeze peer support group leaders, with the assistance and participation of the group members, manage the organizational and logistical aspects of group facilitation, by negotiating and dividing tasks among leaders and members.

### **Association Responsibilities/Duties:**

- Provide ongoing in-service education through annual leader workshop
- Provide timely and accurate expense reimbursement
- Serve as a resource for services, personnel and products to benefit individuals with spinal cord injuries
- Share new information, as it becomes available, that will be of benefit to group leaders and their members
- Visit Breeze peer support groups twice annually
- Share information on potential fund-raising opportunities
- Contact group leaders bi-monthly

### **Leader Responsibilities/Duties:**

- Serve as a liaison to the association
- Ensure that the group meets in an accessible, appropriate meeting space
- Develop meeting times and schedules
- Together with group members, plan and implement a meeting agenda, including inviting guest speakers, planning special programs, organizing activities, etc.
- Ensure that follow-up to meetings is provided as needed (i.e. thank you notes to speakers)
- Open, facilitate, encourage participation and monitor group discussion
- Ensure new members are welcomed and introduced
- Develop and implement a plan to ensure communication with group members between meetings as necessary (i.e. phone tree for emergencies)
- Assure group complies with association policies
- Attend the WIND event

### **Qualifications:**

- Willingness to maintain a close working relationship with the association and to be a team player
- Ability to work with minimal supervision from association staff
- Participation on on-going association education efforts (i.e. leader workshop, quarterly webinars, etc.)
- Willingness to learn about and promote association programs and activities (i.e. Facebook page, Peer Visitor, resource books)
- Openness to learn new ideas and approaches to group management strategies
- Personal relationship with spinal cord injury
- Ability to empower and motivate group participants
- Knowledge of Internet/email technologies

**Time Commitment:**

- Monthly meetings: 2 hours
- Planning: 1-2 hours per month
- Other logistics and communicating with group members: 1-3 hours per month
- Annual leader workshop: 6 hours
- Minimum 2 year commitment

I have read the above position description and agree to carry out the responsibilities/duties described therein.

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Signature

Date