

# guard.meCARES Ambassador Position Description

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Under the direction of the Team Manager and working in conjunction with school services, the Ambassador will act as representatives of the **guard.me** and/or **keep.meSAFE** Program to promote the brand and its services to prospective/current students.

**guard.meCARES** Ambassadors (GCA) are responsible for organizing and attending events, and participating in promotional campaigns on campus while showing enthusiasm and engaging with students.

This is a part-time, volunteer role open to all students. This position requires a minimum commitment of two hours per week across two consecutive semesters.

## Benefits and Anticipated Learning Outcomes

- Opportunity to attend annual Leadership Retreat in Toronto
- Professional training, development, and certifications
- Participation in nation-wide roundtables and summits
- Certificate of Leadership
- Letter of Reference
- Development of public speaking skills
- Leadership, collaboration, and creative skills
- Conflict management resolution
- Team and time management
- Gaining a co-curricular record credit for participation

## Responsibilities

- Organizing weekly or bi-weekly information booths
- Hosting or co-hosting 1-2 student engagement events per month
- Making connections with student groups, student associations, etc.
- Providing support during orientation
- Educating students and answering questions about **guard.me** and/or **keep.meSAFE** services
- Participating in campus-wide events to promote **keep.meSAFE** and/or **guard.me**
- Participating in monthly engagement campaigns and promoting **guard.me** and/or **keep.meSAFE** events and initiatives
- Managing a team IG channel to promote **guard.me** and/or **keep.meSAFE** services and/or contributing to an existing school channel.
- Directing tutorials and resources for students about the available **guard.me** and/or **keep.meSAFE** services
- Support spreading general mental health awareness
- Attend regular team meetings with your GCA Team Manager and school contacts throughout the academic year
- Maintain regular weekly contact with GCA team members to ensure collaboration and communication
- Identify different areas of success and communicate outcomes to GCA Team Manager

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## Required Skills

- Fluency in English (other languages also an asset)
- Proficiency with Microsoft Office (Excel, PowerPoint, Teams, SharePoint, Word, Outlook or any other email)
- Proficiency with online communication platforms (Teams and Zoom)
- Familiar with Digital Media such as: WhatsApp, Instagram, Facebook, other apps
- Flexibility and adaptability
- Strong presentation skills
- Ability to connect with peers
- Strong organizational skills
- Time management skills
- Ability to work with minimal supervision
- Superior listening skills
- Ability to work in team

**Disclaimer:** Please note that this document is intended to provide an overview of job accountabilities and does not necessarily list all tasks related to the job.

**guard.me** is an equal opportunity employer and encourages applications from all qualified individuals. Accommodation will be provided to requesting candidates during the recruitment process. We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.

## About Us

**guard.me** International Insurance is the premier provider of quality healthcare insurance to the International Education and Travel Market. We provide comprehensive health insurance products for international students who are studying in Canada and for international students who are studying outside of Canada, as well as teachers and participants in exchange, co-op and work abroad programs. Since 1994, we have continually worked to exceed the expectations of our clients by offering superior service, comprehensive policy benefits and fast efficient claims processing that continue to surpass industry standards.

**keep.meSAFE by guard.me** is the industry's leading digital mental health support program for students. The platform offers students immediate and ongoing confidential access to culturally relevant counselling in their native language, anytime of the day or night. Students have the option of connecting with a professional counsellor via an app or by mobile phone, online chat, video, or in person. Created specifically with students in mind, **keep.meSAFE** is designed to complement existing on-campus counselling services and is fully customized to each school.