Healthy Campus Crew
Volunteer Coordinator

About the HCC Volunteer Program

The Healthy Campus Crew volunteer team helps to implement the many health education and health promotion initiatives organized by the UTM Health & Counselling Centre. These initiatives occur throughout the year and include seasonal flu clinics, orientation and welcome events, Exam Jam, health and resource fairs, and campaign promotions. Healthy Campus Crew volunteers also provide ongoing promotion of the Health & Counselling Centre services through regular outreach activities, intercept interviews and advertising campaigns.

Healthy Campus Crew Volunteer Coordinator
Number of Positions: 2

The Healthy Campus Crew Volunteer Coordinator works closely with Health Promotion staff to support the operation of the HCC Volunteer Team. The Volunteer Coordinator takes a leadership role in a variety of campus health promotion events and is generally responsible for promoting health and wellness resources to the student body.

Collectively, the Healthy Campus Crew Volunteer Coordinators are responsible for:
- Promoting and recruiting new volunteers;
- Scheduling and facilitating monthly trainings for new HCC Volunteers;
- Assisting in the development of supplemental trainings/information sessions as needed;
- Communicating volunteer opportunities to Crew via email and Facebook;
- Scheduling volunteers for health education/promotion initiatives;
- Design and deliver weekly outreach activities;
- Assist in staffing health education activities, as needed;
- Responding, as appropriate, to inquiries about the HCC Volunteer program;
- Tracking and verifying of volunteer hours;
- Providing updates at weekly planning meetings;
- Participating in campus health education, orientation and recruitment events;
- Maintaining accurate records (e.g., student interactions, resources distributed);
- Developing and implementing programming to foster community among volunteers;
- Liaising with other campus organizations to identify additional volunteer opportunities.
Qualifications:
- Qualify for the [Work Study Program](#).
- Student of UTM in good academic standing.
- Interest in promoting student health and wellness.
- Excellent oral and written communication skills.
- Presentation and group facilitation skills.
- Strong organizational and problem solving skills.
- Event coordination and volunteer management skills.
- Experience with program development, delivery and evaluation.
- Appreciation of diversity issues and respect for individual choices.
- Strong working knowledge of Word, Excel and PowerPoint software.
- Previous experience as an HCC Volunteer/Peer Health Educator an asset.

Commitment:
- 7-12 hours per week from September-March.
- Prepare and staff activities at Exam Jam (Dec & April Study Break).
- Monthly Peer Health Education in-service trainings/meetings.
- Additional preparatory meetings (as needed) in August for program launch.

Compensation:
- $11.00 per hour up to 180 hours (maximum 12 hours/week; September – February).
- Additional hours worked will be recognized as a volunteer commitment on the U of T Co-Curricular Record.

**Application Details**

Application Deadline: Thursday March 3rd at 4:00pm.

Applicants Submit: Cover Letter & Resume

Submit to: Clerissa Albores  
Health Education Program Assistant  
UTM Health & Counselling Centre  
Davis Building, Room 1123A

For questions concerning this position or the application process, please contact Clerissa Albores at clerissa.albores@utoronto.ca.