About the UTM Health Education Program

The Peer Health Education (PHE) program exists within the UTM Health & Counselling Centre (HCC) to promote the overall health and wellness of the UTM community by increasing knowledge of a variety of health issues relevant to the student population. The Peer Health Education team works with Health Promotion staff to provide educational opportunities that inform and empower students to make healthier choices that support academic success and personal resiliency.

Peer Health Education Program Assistant

Number of Positions: 2

The Health Education Program Assistant (PA) works closely with Health Promotion staff to support the operation of the health education initiatives on campus, in particular the Peer Health Education (PHE) program. The Program Assistant takes a leadership role in a variety of campus health promotion events, assists in managing meetings, and draws on previous experience to provide formal and informal mentorship and support to the volunteer teams.

Collectively, the Peer Health Education Program Assistants are responsible for:

- Assisting Health Promotion staff with day-to-day operations and programming;
- Assisting in program development by approving learning outcomes for weekly outreach;
- Maintaining the Peer Health Education work space;
- Providing support and mentorship to PHE teams;
- Assisting in the planning and delivery of PHE training and monthly meetings;
- Maintaining and updating the PHE Portal group;
- Assisting in the development, coordination and evaluation of health promotion events on campus (e.g., flu clinics, health fair, wellness programs);
- Participating in campus orientation and recruitment events;
- Assisting in the development of promotional materials (e.g., event posters) and social media content (e.g., Facebook posts);
- Tracking and verifying volunteer hours through internal volunteer tracking system;
- Assisting in the coordination of tracking and evaluation documents;
- Developing and implementing initiatives to foster PHE community;
- Maintaining weekly office hours (aprx. 3 hours/week).
Qualifications:
- Qualify for the Work Study Program
- Previous experience as a Peer Health Educator an asset
- Student of UTM in good academic standing
- Interest in promoting student health and wellbeing
- 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
- Knowledge of Word, Excel and PowerPoint software

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 3\textsuperscript{rd} 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.