Team Lead, Outreach & Special Events

UTM Wellness Ambassadors
(Work-Study)

Number of vacancies: 1

Program Overview:
Peer health education serves as an integral component of the student outreach efforts of the UTM Health & Counselling Centre. The UTM Wellness Ambassadors Program provides students with information, tools, and resources to empower them to make healthy choices in support of their personal and academic goals; and supports the development of healthy systems and structures that encourage and foster student health and well-being on campus. Over 100 Work-Study and Volunteer students participate in one of four teams: Physical Health; Mental Health & Safety; Leave the Pack Behind (Tobacco Cessation); and Outreach & Special Events.

Role Overview:
Under the direction of the Health Education Coordinator, the Team Lead, Outreach & Special Events (Work-Study) will lead and coordinate the ongoing promotions and outreach for the UTM Wellness Ambassadors Program, as well as, the staffing of major campus events during the year.

Key Responsibilities:
- Managing and co-ordinating a team of 50+ volunteers in the ongoing promotions and outreach for the UTM Wellness Ambassadors Program (via educational booths, walkabouts, class announcements), and staffing of major campus events during the year (e.g., UTM Exam Jam, GLICE Skate Event, YOLO Pub Night, flu clinics)
- Communicating outreach opportunities and requests to volunteer team;
- Coordinating and scheduling days/times for outreach activities based on availabilities of team members and campus spaces, and filling in when needed;
- Scheduling and leading monthly team meetings/trainings, and assisting in the development of training materials as needed;
- Recruiting new volunteers over the course of the year;
- Collaborating with a wide range of campus stakeholders, including student groups, clubs, staff, and faculty to inform programming content, gather resources, and identify needs and opportunities for health education programming;
• Maintaining accurate records of student interactions, workshop attendance, resources distributed, evaluation summaries, etc.;
• Referring students to on- and off-campus services and resources, and maintaining up-to-date knowledge of available supports on campus and in the community;
• Representing the Health & Counselling Centre and the University of Toronto Mississauga, in a respectful, professional and inclusive manner; and
• Performing additional relevant duties and tasks as designated by the Health Education Coordinator.

Co-curricular Record Competencies developed:
• Health Promotion
• Project management
• Leadership
• Teamwork
• Communication
• Professionalism

Commitment & Remuneration:
• Compensation: active minimum wage hourly rate
• Approximately 9-12 hours per week (August 2017 – February 2018)
• Additional hours worked will be recognized as a volunteer commitment on the U of T Co-Curricular Record
• Incumbents MUST be available for mandatory training to take place during three (3) full days in the week of August 21, 2017.

Job Requirements:
• Must be a University of Toronto Mississauga student enrolled during the 2017/18 academic year and be in good academic standing
• Qualify for the Work-Study Program (pending approval)
• Successful completion of a minimum of 2 years of university study
• Interest in promoting student health and wellbeing
• Knowledge of campus and resources
• Event coordination and volunteer management skills
• Excellent oral and written communication skills
• Strong time management and organizational skills
• Appreciation of diversity issues and respect for individual choices
• Knowledge of Microsoft Office

**Method of Application:**
Please submit your resume and cover letter addressed to Mr. Ravi Gabble via the Career Learning Network (CLN) website **by July 10, 2017 11:59PM**. Alternatively, you may email your application to ravinder.gabble@utoronto.ca with the subject line: **Team Lead, Outreach & Special Events**.

**Contact Information:**
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