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|  | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Student Health Education Centre (SHEC) Volunteer** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | SHEC Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 4 to 6 hours per week |

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| **General Scope of Duties** |
| A SHEC volunteer is responsible for volunteering three hours a week in the centre, as well as being a member of one of the following committees: Mental Health, Sexual Health, Addictions Awareness, Nutrition and Active Living, Media-Radio, Media-*The Silhouette*, or Promotions. Volunteers represent SHEC in a responsible, professional, and respectful manner while on shift or participating in SHEC events. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Responsibilities | 100% | * Communicate regularly with respective committee executives * Inform executives of all activities relevant to the committee * Volunteer three hours per week in the centre * Provide peer support, pregnancy tests and other tasks required of volunteers during shifts * Participate in various SHEC-wide campaigns as needed * Be available to take supporting shifts if necessary |

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| **Knowledge, Skills and Abilities** |
| * Writing, research, communication * Peer supporting skills * Organization and time management skills * Good interpersonal skills * Motivational skills |

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| **Effort & Responsibility** |
| * Maintain strong work ethic relevant to the committee * Responsible for being on time to volunteer shifts and other events |

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| **Working Conditions** |
| * Most work can be completed in a shared office space * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Attend mandatory core training weekends (twice per year) * Attend monthly trainings on various health topics |

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| **Equipment** |
| * N/A |