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|  | JOB DESCRIPTIONVolunteer |

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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
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