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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **QSCC Health and Wellness Executive** |
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| **Term of Office:** | September 1 - April 30 |
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| **Supervisor:** | QSCC Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5-8 hours per week |

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| **General Scope of Duties** |
| The Health and Wellness Executive will be responsible for maintaining an open discussion on sexual and mental health within and outside the QSCC. Duties include advertising events related to health, ensuring all information offered by the QSCC is current, and working with the Athletics Executive on various events. The ideal candidate will be familiar or will familiarize themselves with health services offered by McMaster, self-motivated, strong leadership skills, and approachable. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Event Planning Function | 50% | * Plan and implement 1-2 events per month related to LGBTQ+ health including but not limited to: sexual health, mental health, healthy relationships, and physical health. * Create events in collaboration with community partners, including but not limited to: SWELL, the AIDS Network and Men4Men. * Oversee and carry out the Trans Clothing Exchange program. |
| Financial & Budgeting Function | 5% | * Work with the QSCC Coordinator ensure that the peer support training budget aligns with the QSCC service budget * Retain financial information to receive reimbursement from the Coordinator |
| Communications Function | 20% | * Collaborate with other Executives, Coordinator, Campus Partners, and Hamilton Partners * Maintain strong communication with the Coordinator, fellow executives, and volunteers * Generate content for all health and wellness related social media postings for the promotions coordinator. * Create a transition report for the incoming Health and Wellness Executive in consultation with the Coordinator. |
| Advertising & Promotions Function | 15% | * Collaborating with the Promotions Executive to promote events, workshops, and applications |
| Other | 5% | * Promote anti-oppression policies within the QSCC space and events. * Attend executive meetings as scheduled by the Coordinator * Be an active member of the QSCC Community * Other duties as determined by the QSCC Coordinator |
| Resource Function | 5% | * Inform the coordinator when sexual health resources need to be ordered for the space. * Ensure there are adequate health-related informational resources in the space. |

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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding topics associated with the QSCC (ie cissexism, transphobia, heteronormativity, ableism, etc) * Knowledge of LBGTQ+ identities and services in Hamilton * Knowledge of related health services on and off campus * Knowledge of QSCC initiatives is preferred * Good one-on-one communication skills * Strong organizational skills * An understanding of Safe Space |

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| **Effort & Responsibility** |
| * Continuing knowledge of topics related to the position * Able to function well with people in crisis * Maintaining confidentiality of all individuals accessing the QSCC and its peer support services * Effort required to contact health professionals on and off campus and maintain a professional relationship * Be aware of health-related events going on at McMaster and in the Hamilton area |

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| **Working Conditions** |
| * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Training will be provided * Executive is expected to do continuing training for their role either independently or with aid from the Coordinator, including Mental Health 101 and Question Persuade Refer (QPR) |

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| **Equipment** |
| * Shared use of the QSCC phone * Shared use of QSCC Coordinator office |