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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Student Health Education Centre (SHEC) Events and Programming Coordinator** |
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| **Term of Office:** | September 1 to April 30 (Summer Preparation Required) |
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| **Supervisor:** | SHEC Coordinator |
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| **Remuneration:** | Volunteer  |
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| **Hours of Work:** | 10 hours per week, variable hours in summer |

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| **General Scope of Duties** |
| The Events and Programming Coordinator is responsible for creating and implementing programming that seeks to educate the McMaster community on issues of student health as they pertain to the service’s four strategic priorities (i.e. Mental Health, Sexual Health, Nutrition and Active Living, and Addictions Awareness). This programming will be predicated on an anti-racist, anti-oppressive, and intersectional framework. Programming can take the form of events and/or workshops and will be developed in close consultation with the SHEC Coordinator, the Resources and Advocacy Coordinator, and the Promotions Coordinator. The Events and Programming Coordinator will supervise a committee of volunteers who will work toward the implementation of programming. In addition, the Events and Programming Coordinator will maintain partnerships with McMaster and community partners, and help establish SHEC amongst the broader McMaster community. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory & Administrative Function  |  25% | * Chair the Events and Programming Committee
* Aid in hiring and training volunteers
* Work with the executive team to coordinate volunteers for events
* Support the volunteers of the committee
* Understand the health-related needs and interested of McMaster students
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| Financial & Budgeting Function | 5% | * Develop a budget for the committee alongside the SHEC Coordinator
* Ensure that the budget for each event aligns with the service budget
* Inform the SHEC Coordinator of all potential expenses
* Retain any receipts indicating expenditure to ensure reimbursement
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| Planning Function  | 50% | * Create and organize events/workshops as determined by the SHEC Coordinator in accordance with SHEC’s strategic priorities
* Work with the Promotions Coordinator to develop detailed and creative promotional plans for events/workshops
* Work with the Research and Advocacy Coordinator to ensure campaigns are relevant to current student health topics
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| Communications Function | 10%  | * Network with clubs, services, and community partners to find partners and promote events and workshops
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| Other  | 10% | * Participate in various SHEC-wide campaigns
* Be an active member of the SHEC Community
* Support and attend SHEC events
* Attend all executive and volunteer trainings
* Participate in executive meetings as scheduled to provide regular updates to the executive team
* Fulfill one general volunteer shift and one office hour shift a week
* Be available to take supporting shifts if necessary
* Provide transition to the incoming Events and Programming Coordinator
* Responsible for completing a year-end transition report in a timely manner
* Other tasks as delegated by the SHEC Coordinator
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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills
* Strong interpersonal skills
* Awareness and understanding of topics associated with student health
* Strong communication skills
* Ability to lead a team and work with others to execute events and workshops
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| **Effort & Responsibility** |
| * Effort required to integrate various individuals and groups on campus so as to ensure an inclusive environment for all
* Effort to think creatively
* Effort required to plan and execute events
* Responsible for maintaining an appropriate and positive image of the MSU
* Maintain confidentiality of all people accessing the services of SHEC
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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** |
| * Event planning experience is an asset
* Participation in all SHEC training sessions required (provided)
* Previous experience working in an anti-racist, anti-oppressive environment is an asset
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| **Equipment** |
| * Personal Computer
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