



University Students' Council of the University of Western Ontario
Position Description
HEALTH PROMOTION COORDINATOR

EFFECTIVE: 01/01/16

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 5

1.00 POSITION TITLE: HEALTH PROMOTION COORDINATORS

2.00 POSITION OVERVIEW:

- (1) The Health Promotion Coordinators (2) educates students on health and safety issues, advocates for wellness services and enhances the efforts of the University community to support students' pursuit of healthy-lifestyles.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Create a student environment that emphasizes the importance of all facets of health (mental, physical, sexual, spiritual, financial, etc).
- (2) Create a student environment that supports survivors of sexual violence, works to reduce incidents of sexual violence on the Western campus and educates the University community on the paradigm of sexual violence.
- (3) Act as a liaison between the Sexual Violence Prevention and Education Coordinators at the University and the USC.
 - i. Assist the university with the implementation of the Sexual Violence Prevention Policy as a resource if called upon.
 - ii. Sit on the University's Sexual Violence Prevention Education Committee.
- (4) Organize public awareness initiatives that work to decrease stigma associated with health issues which affect students.
- (5) Design and implement at least one promotional campaigns related to health and wellness support service per semester.
- (6) Develop, publicize and organize a schedule of Health Promotion programs.
- (7) Work in conjunction with the other USC services on Health Promotion events, where possible.
- (8) Responsible for the recruitment, selection and management of an Executive Committee.



- (9) Oversee the Health Promotion Service budget.
- (10) Adhere to USC bylaws, policies and procedures.
- (11) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- (12) All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Health Promotion Coordinators position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- (2) **Project Management:** The Health Promotion Coordinators will act as project manager for all the projects incumbent upon the Executive to accomplish in areas of health and wellness. Strong organizational and time management skills are paramount to the success of these projects. The Health Promotion Coordinators should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** In leading the executive committee, the Health Promotion Coordinators should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- (4) **Research:** Strong research and written communication skills is an asset.

5.00 TIME COMMITMENT:

5.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 10 hours per week



University Students' Council of the University of Western Ontario

Position Description

HEALTH PROMOTION COORDINATOR

PAGE | 3 of 5

- (3) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.
- (4) The Health Promotion Coordinators shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Health Promotion Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- (2) The Health Promotion Coordinators will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Health Promotion Coordinators will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) The Health Promotion Coordinators will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Health Promotion Coordinators will develop project planning and event management skills.

8.00 COMMUNITY IMPACT:

- (1) The Health Promotion Service aims to improve the health and quality of life of all undergraduate students at Western. It aims to provide services and education on issues surrounding mental health, social health, sexual health, campus safety, healthy lifestyles and alcohol and substance abuse prevention.
- (2) The Health Promotion Coordinators will work to foster a strong sense of involvement and shared participation among executive members in all portfolio endeavours.

9.00 EVALUATION:

- (1) The Health Promotion Coordinators will participate actively with their supervisors in conducting formative and summative performance assessments.



- i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
- ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION

- (1) The Health Promotion Coordinators shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Health Promotion Coordinators must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Health Promotion Coordinators must:
 - i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate, Peer Programs
 - i. Executive oversight: Student Programs Officer



University Students' Council of the University of Western Ontario
Position Description
HEALTH PROMOTION COORDINATOR

PAGE | 5 of 5

- (2) Secondary support: Coordinators, Volunteer Services and Manager, Volunteer Services