# Volunteers in Progress (VIP) Job Description

**Student Development Centre (SDC), Western University**

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<th>POSITION:</th>
<th>WELLNESS EDUCATION CENTRE VOLUNTEER</th>
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<td>(5 Summer positions; 5 Fall/Winter positions)</td>
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| AREA:              | Student Experience                 |

| TIME COMMITMENT:   | 8-10 hours/week (mandatory)        |

| OBJECTIVE:         | To assist the Wellness Peer Educators in planning and delivering health and wellness resources to Western undergraduate and graduate students. |

## Duties and Responsibilities:

1. Facilitate and assist in developing health and wellness education campaigns, workshops, and/or presentations and in the Wellness Education Centre and other areas on campus.
2. Serve as a health and wellness education resource of the Western community by maintaining and providing accurate, current health and wellness information as directed by Wellness Coordinator.
3. Refrain from giving personal advice, or endorsing particular products. Never provide direct health care. Only provide health and wellness information as directed by the Wellness Coordinator.
4. Maintain the front desk of the Wellness Education Centre. Duties may include answering phones, engaging in confidential conversations with students, responding appropriately to sensitive information and personal disclosures, making referrals to resources on campus (may involve escorting students to location of referral on campus), promoting events in the centre, or other such duties that the Wellness Coordinator may direct.
5. Liaise and work with other areas on campus (i.e. Communications).

## VIP Program Requirements (for all VIP positions):

- Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
- Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and Safety, Safe Campus, AODA.
- Submit a Midterm Feedback Form each term and a year-end program evaluation form to the VIP Program.
QUALIFICATIONS:

1. Strong interest and personal dedication to health and wellness, including making responsible and healthy lifestyle choices. Experience in Health Education is an asset
2. Commitment to helping others with a non-judgmental attitude
3. Reliable, enthusiastic and engaging and strong time management skills
4. Exceptional communication and public speaking skills
5. Empathy and listening skills
6. Ability to work well independently and with a team
7. Willingness and openness to new ideas and skills
8. Knowledgeable about resources on campus
9. Can NOT be eligible for Work Study and NOT eligible for first year students

BENEFITS:

- Gain knowledge and awareness on various aspects of health and wellness as well as resources on campus and in the community.
- Enhance public speaking, group facilitation and effective communication skills
- Gain experience working in a helping and leadership role.
- Have an opportunity to contribute to the development of the Wellness Education Centre.
- Receive feedback via a midterm performance review.

TRAINING:

- Attend and participate in all mandatory training
- Human Resources-directed training: WHIMIS, AODA, Health & Safety, Safe Campus
- SafeTALK
- Wellness Education Training on specific topics as directed by the Wellness Coordinator

RESPONSIBLE TO: Wellness Coordinator