

Job Description

Job Title:	Peer Health Education Coordinator
Department:	Campus Wellness
Reports To:	Manager, Health Education and Promotion
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	July 2023

Primary Purpose

As a member of the health promotion team within Campus Wellness (CW), this position works with the Manager, Health Education and Promotion to ensure effective coordination and delivery of the Peer Health Education program. The Peer Health Education program consists of teams of trained students that deliver health education in order to improve the health and wellness of University of Waterloo students so that they can maximize their academic success.

For this position, expertise is required in the areas of student development and peer-to-peer approaches within post-secondary education. Emphasis is given to mentoring and development of students as knowledgeable and respected peers that can deliver health information to other students at the University of Waterloo.

Key Accountabilities

Program Planning, Organization and Coordination

- Coordinate the delivery of the Peer Health Education program (PHE). This involves day-to-day correspondence with team leads, delegation of tasks and scheduling trainings and meetings. It also includes the logistics of the program such as ensuring supplies are stocked and up-to-date, and booking space on campus for booths and seminars.
- Utilize data and evidence to identify the health education needs of the student population. Work with team leads and volunteers to research and employ best-practice health education messaging.
- Assist team leads and volunteers to develop health resources for use within the Peer Health Education program. This may include health education pamphlets, posters, booths, seminar materials and social media posts.
- Monitor the health education materials created by the volunteers and their social media posts. Ensure that the University of Waterloo Peer Health Education brand is included in all communication to promote the identity and increase awareness of the program.
- Facilitate weekly team lead meetings to discuss team activities and team performance. Promote cross-communication between teams to leverage their events and reduce duplication.
- Conduct administrative and organizational tasks of the program: set-out program calendar of events, track volunteer hours logs and collect number of seminars, booths and interactions. Generate activity reports each term.
- In partnership with the Manager, Health Education and Promotion, develop and implement evaluation tools to assess the effectiveness and efficiencies of the Peer Health Education program. Make program revisions as necessary and strive for continual program improvement.
- Collaborate with campus partners to create opportunities for PHE volunteers and support other campus peer-to-peer wellness groups.

Recruitment & Training

- Ensure recruitment information on the website is current and respond to inquiries from students and other campus stakeholders. Partner with other groups on campus for cross-promotion, recruitment and training, where appropriate.
- Review peer health education volunteer applications, conduct interviews and follow-up with successful candidates.
- In consultation with the Manager of Health Education and Promotion, develop and deliver the peer health education team led and volunteer training each semester. This includes development of the online and in-person training manual and materials, and liaising with other campus partners to deliver role-specific information.
- Facilitate on-going professional development opportunities

Supervision & Mentoring

- Supervise team leads to ensure responsible leadership over their respective volunteer teams. Ensure that student volunteers are conducting themselves in a positive and professional manner while participating in the program. Mediate any problems that may arise among teams and problem solve.
- Evaluate team lead and volunteer performance and provide feedback, as appropriate.
- Provide guidance, support and motivation to team leads and volunteers to foster development and growth of transferrable skills gained through the program.
- Provide opportunities for team leads and volunteers to engage in planned social activities of the program that foster team building, development, inclusion and recognition.

Partnership, Collaboration and Outreach

- Build and maintain relationships with other campus stakeholders for the purposes of fostering collaboration of peer education opportunities. This may include partnering with Waterloo Undergraduate Student Association (WUSA), Graduate Students Association, Student Success Office, Residence Life, athletics and Recreation, Affiliated Colleges, faculties and other departments (e.g. library).
- Represent Campus Wellness at campus-wide committee and strategies, when designated by the Manager, Health Education and Promotion.
- Promote awareness of the program amongst students/student groups by attending student fairs or delivering in-person presentations.
- Work collaboratively with Campus Wellness Communications Project Manager to ensure cross-promotion of CW and peer health education events, programs and materials.
- Partner with Residence Life to organize wellness outreach (displays, seminars, dissemination of wellness packages, etc).
- Facilitate 'Impact Alliance' wellness meetings to foster collaboration amongst campus peer-to-peer wellness groups.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Undergraduate Degree in a health-related field (e.g. public health, health promotion, community-health nursing, social psychology, social work etc.)

Experience

- Demonstrated experience in working in health and wellness in a post-secondary institution and/or with the young adult population.

Knowledge/Skills/Abilities

- Broad understanding of student development theory and health behavior change theory.
- Knowledge in health promotion models and theories is an asset.
- Strong supervisory and mentoring skills of students and/or volunteers.
- Excellent organization and communication skills.
- Ability to liaise with a variety of stakeholders across campus, including student service departments, Faculties, student leaderships groups and students.
- Strong problem solving and conflict resolution skills.

Nature and Scope

- **Level of Responsibility:** The PHE Coordinator is responsible for student-focused PHE programming and developing the student-volunteer PHE teams. The PHE Coordinator will work with minimal supervision.
- **Decision-Making Authority:** The PHE Coordinator will make higher-level program decisions in collaboration with the Manager, Health Education. The PHE Coordinator will be responsible and accountable for daily decisions related to the successful coordination and implementation of the PHE program. The PHE Coordinator will be required to solve problems with good judgment and professionalism.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment including periods of extensive sitting and concentrated use of visual senses. During set-up for health education campaigns and when organizing campus wide-events, there is the potential for extensive standing, lifting, carrying and/or handling objects.
- **Working Environment:** Minimal exposure to disagreeable conditions. Occasional work to research and educate about mental health required. Office environment position with time spent sitting in a comfortable position at a desk or table for meetings. A flexible schedule is required for some evening and weekend work.