Team Lead

Job Description

**Position type**  Part-time volunteer (5 hours/week)
**Reports to**  Wellness Educators

You.

You’re a returning Peer Educator ready to take on greater responsibilities. You work well with people, you’re organized, and you are known for getting things done and seeing projects through to the end. You’re interested in deepening your knowledge of wellness-related topics and the ways in which the university is promoting wellness through various initiatives, strategies, and policies.

Us.

We are Wellness Education, a small, tight team consisting of an Education Manager, Wellness Educators, work-study students, and volunteers who work out of the Student Wellness Education Lower Lounge (SWELL). We are passionate about promoting student health and wellness.

The Position.

Team Leads are responsible for coordinating the tasks of the Peer Educators on their teams and form a core part of the Wellness Education team. They act as representatives of the Student Wellness Centre (SWC) among the student body.

Training:
- **Summer training** through Avenue to Learn
- **Fall training** in person (full weekend)
- **Winter training** in person (one full day)
- **Year-long training** in person (optional workshops to enhance your wellness-related knowledge)

Job responsibilities:
- Facilitate weekly team meetings
- Oversee the development of the team’s programs, campaigns, and events
- Develop posts for our SWC social media accounts
- Maintain channels of communication with Peer Educators
- Attend weekly meetings with a Wellness Educator
- Manage the team’s budget
- Write a year-end transition report
- Hold weekly “lounge hours” in the SWELL
- Table/booth for SWC at various on-campus events
- Write articles for the SWC website and semi-annual Wellness@Mac newsletter