

Wellness Centre & Pantry Manager

The Role of the Wellness Centre Manager

The Wellness Centre Manager is a hired student member of the management team of the Students' Union. The Wellness Centre Manager is responsible for the operations of the MSVUSU Wellness Centre and Wellness Pantry, including all volunteers and services provided.

DETAILS

The Wellness Centre Manager promotes student wellness in the areas of physical, mental, social, academic, environmental and sexual health education and information to the Mount Community. The Wellness Centre manager oversees the MSVUSU Wellness Centre and Pantry and maintains its services and resources which provide referrals to internal or external agencies should the need arise.

The Wellness Centre Manager sits on a number of committees including the MSVUSU Wellness Committee, the Real Choices Committee and Mount Cares, and works closely with various university departments and student groups.

The Wellness Centre Manager is responsible for recruiting, training and supervising student volunteers and organizing awareness campaigns in conjunction with the VP Advocacy.

REQUIREMENTS/QUALIFICATIONS

- Be enrolled in at least one class per semester of the Fall and Winter academic terms.
- Have a GPA of 2.0 or better
- Be a mature individual
- Awareness of Diversity
- Awareness of Wellness related areas of student life
- Awareness of issues surrounding Food Security
- Customer Service Skills
- Non-Judgmental, Confidential, and Empathic and Objective
- Supervision skills
- Creative and innovative
- Passionate and committed to encouraging change

THIS IS A PART-TIME ON CAMPUS STUDENT POSITION PAID HOURLY FOR 15 HOURS PER WEEK DURING THE ACADEMIC YEAR.

RESPONSIBILITIES AND DUTIES

Incoming transition

- Review all information in regards to associated committees
- Participate in transition workshops and visioning sessions
- Attend any ongoing meetings
- Work with the VP Advocacy and MSVUSU Wellness Committee towards continued growth of the Wellness Centre and Wellness Pantry
- Review volunteer training processes and update accordingly

Awareness campaigns

- Work with the VP Advocacy to create and promote monthly awareness campaigns
- Ongoing campaigns in accordance to World observances
- Work with various university departments for special awareness projects

Wellness Centre & Wellness Pantry

- Recruit, screen and train volunteers
- Manage the information, supplies, resources and budget of the Wellness Centre and Pantry
- Promotion/advertising of Wellness Centre and Pantry to the Mount student body

University Committees

- Real Choices Committee
- Mount Cares

Student Union Committees

- MSVUSU Wellness Committee
- Any other Committee as formed by the Union

Ongoing Transition

- To ensure that the Wellness Centre and Pantry remains as a legacy of safe space which is protected for all students and to assist in instigating change on campus to embrace and encourage wellness and diversity.