

Position Description

Job Title:	Wellness Volunteer and Events Coordinator
Department:	Student Services
Section:	Clubs & Volunteering
Reports to:	Senior Wellbeing and Projects Coordinator
Location:	UNSW Campus Kensington, or home-based/remote, as directed.
Date Revised:	April 2022

POSITION SUMMARY

Arc Wellness strives to put students' health and happiness first. Mental health is more important than ever before and one of the best ways we can improve mental health outcomes on campus is empower students to look out for one another. Working an average of 12 hours per week, the Wellness Coordinators are responsible for the smooth running of the program, which has the following objectives:

- (1) Promote healthy habits, develop the mental health literacy of the student community, and speak to the unique challenges and pressures of the student experience.
- (2) Challenging the struggle that can be student mental health and wellbeing.
- (3) Reduce barriers for students to engage in their wellbeing and help seeking behaviours.
- (4) Provide students with relevant tips and information via videos and written content on website and in print.
- (5) Provide a means through which student volunteers develop their interpersonal and professional skills and work in a team environment with other students.
- (6) Answer questions around mental health and wellbeing, referring students to relevant UNSW and external resources and support services.

KEY TASKS & ACCOUNTABILITIES

- Volunteer management
 - Recruit, train, and lead volunteers (Wellness Warriors) to fulfill the program objectives.
 - Act as a mentor to volunteers to facilitate their interpersonal and professional development.
 - Roster and organise weekly volunteer shifts as well as social and developmental opportunities for the team.
 - Manage a team of Volunteer Leads, each with a portfolio that contributes to the overall mission of Arc Wellness.

- Program operation
 - Track income and expenses and work within a set budget.
 - Determine the strategic direction of the program and its goals for the year.
 - Track metrics and meet targets around engagement and participation in activities.
- Event planning
 - Find creative event/ activity ideas, executing them within set parameters.
 - Plan, promote and run Wellness activities on campus and online including pop-up activations, capacity building workshops, Stress Less Week, SEXtember, and Mental Health Month events.
 - Communicate with external vendors collaborating with the program, including clubs and societies, UNSW departments etc.
 - Complete risk assessments, safety briefings, and other administration tasks.
- Comply with all Work Health and Safety (WHS) policies and procedures of UNSW as well as Arc@UNSW and take reasonable care to ensure the actions and omissions do not impact the Health and Safety of others in university and workplace.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

- A current UNSW student.
- Passionate about the primary objectives of the program.
- Understand university student's needs and an ability to effectively incorporate these into the program's operations.
- Strong planning & organisational skills.
- Able to inspire and motivate others.
- Excellent communication skills; verbal, written and public speaking.
- High attention to detail with proven organisational skills and the ability to manage time effectively and meet deadlines, including the ability to make decisions under pressure.

DESIRABLE

- Experience in events management and/or project management.
- Leadership experience.
- Experience in engaging student participants and volunteers online and in person.

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Manager

Senior Wellbeing and Projects Coordinator

Reporting to this Position:

Nil

KEY RELATIONSHIPS

Internal

- Wellness Coordinator Team
- Wellness Working Group Colleagues
- Student volunteers
- Marketing & Membership Department
- Communications Coordinator
- Venue and Events staff
- Other Arc Staff as appropriate

External

- UNSW staff
- UNSW students
- Experts in wellness fields
- UNSW Health Promotions Unit
- Charitable organisations within and beyond the UNSW community

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.