



**STUDENT GUILD**  
GRIFFITH UNIVERSITY • GOLD COAST

## **POSITION DESCRIPTION**

### **1.0 POSITION CONTEXT**

<b>1.2 POSITION TITLE</b>	<b>Wellness Coordinator</b>
<b>1.3 STATUS</b>	Casual
<b>1.4 REPORTS TO</b>	Programs Officer
<b>1.5 LOCATION</b>	Student Guild, Griffith University, Gold Coast Campus
<b>1.6 DATE REVISED</b>	December 2017

### **2.0 POSITION SUMMARY**

As the Wellness Coordinator you are responsible for managing several aspects of the Wellness Warrior Volunteer Program assisting the Programs Officer in the overall delivery of the program. The Wellness Warriors run a range of wellness initiatives aimed at helping students destress, raising awareness around mental health and providing resources focused on wellbeing.

With the guidance of the Programs Officer and Student Support Manager, you will plan, run and promote wellness related initiatives on campus. You will assist with recruiting, training and supporting your team of Wellness Warriors volunteers. As the Wellness Coordinator you will provide students with helpful tips and information via videos and written content on the website and in print. You will be fully trained to answer wellness-related questions and point students to the best resources/support services for those seeking help.

### **3.0 KEY TASKS**

- 3.1 To recruit, train and lead a group of student volunteers (Wellness Warriors)
- 3.2 To coordinate promotional communication about Wellness initiatives with the Marketing team
- 3.3 Plan, run and promote wellness related initiatives on campus with the guidance of the Student Support Manager. This will include pop-up activations, random acts of kindness, yoga, Stress Less Week, University Mental Health Day and R U OK? Day events
- 3.4 Manage a budget allocated by the Programs Officer
- 3.5 Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements
- 3.6 Maintain an awareness of GUGC Student Guild's environmental policies and procedures minimising the impact of GUGC Student Guild's business on the environment

**4.0 SELECTION CRITERIA**

*Essential*

- 4.1 Currently enrolled as a Griffith University student
- 4.2 Volunteering experience (Guild Crew or Wellness Warrior volunteering desirable)
- 4.3 A passion for improving the mental health and wellbeing of students
- 4.4 Have strong planning & organisational skills
- 4.5 Be able to inspire and motivate others
- 4.6 Excellent communication skills; verbal, written and public speaking
- 4.7 Skills in producing documentation in a range of office programs such as Word, Excel and PowerPoint
- 4.8 Strong public speaking skills

*Desirable*

- 4.9 Be confident in front of a camera for the promotional videos
- 4.10 Experience leading volunteers or managing a team
- 4.11 Currently completing a tertiary qualification in Health, Social Science or Education
- 4.12 Experience within a mental health environment

**4.0 DATE EFFECTIVE**

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**5.0 APPROVED BY**

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Programs Officer

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Signature

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Date

I understand the tasks and responsibilities outlined in this position description and agree to work to the best of my endeavours to competently and safely undertake the tasks. I agree to work first and foremost for the Student Guild Griffith University Gold Coast Campus and will declare other employment or conflicts of interest I have or acquire during my employment.

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Volunteer's Name

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Signature

.....  
Date