|  |  |
| --- | --- |
|  | JOB DESCRIPTION  Part Time Manager |

|  |  |
| --- | --- |
| **Position Title:** | **Student Health Education Centre (SHEC) Coordinator** |
|  |  |
| **Term of Office:** | May 1 – April 30 |
|  |  |
| **Supervisor:** | Executive Board through the Vice-President (Administration) |
|  |  |
| **Remuneration:** | D3 |
|  |  |
| **Hours of Work:** | 10 to 12 hours per week |

|  |
| --- |
| **General Scope of Duties** |
| The SHEC Coordinator is responsible for overseeing the operations of SHEC, its Executive, and its volunteers. Also responsible for making all budgetary decisions, all operating policy, overseeing committee work and new initiatives, and acting as the prime contact with the Student Wellness Centre Director. |

|  |  |  |
| --- | --- | --- |
| **Major Duties and Responsibilities** | | |
|  | | |
| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 65% | * Supervise Executive members and approximately volunteers * Coordinate the training of volunteers through core training before the beginning of volunteer terms and ongoing monthly training * Organize volunteer training content and schedule in consultation with the Student Wellness Centre * Provide training for Executive members in areas of facilitating meetings and centre operations * Recruit and hire all incoming SHEC Executive and volunteers * Organize all processes for selecting volunteers and incoming Executive * Establish and enforce rules set out for volunteers and Executive Coordinate and initiate new activities * Set the vision for SHEC in that year, determine tasks for the year and delegate to committees/Executive |
| Financial & Budgeting Function | 15% | * Work with the Vice-President (Finance) to meet the financial needs of the department * Order needed supplies and carry out accounting duties * Prepare Purchase Orders (POs) and Standing Orders as required, reviewing the SHEC Bill Folder weekly. * Maintain constant communication with the Vice-President (Finance) on financial matters, including undergoing a budget review process * Maintain proper records of POs and transactions * Review the general ledger entries and monthly statements to ensure transactions have been properly recorded |
| Communications Function | 10% | * Prepare for submission to the Executive Board (EB) a detailed year plan (summer) and two reports per term * Interact with other services in the MSU and the larger McMaster/Hamilton communities to start new initiatives, ensuring that standing cooperative events continue * Chair Executive meetings to keep communication flowing throughout SHEC * Meet with staff from the Student Wellness Centre (SWC) to discuss SHEC initiatives and act as the primary liaison with the SWC * Attend monthly Part-Time Manager meetings * Ensure website is updated regularly |
| Advertising & Promotions Function | 5% | * Advertise and promote SHEC, utilizing the appropriate MSU departments (i.e. The Silhouette, CFMU, MSU Almanac, Underground Media & Design, Compass Information Centre, etc.) * Promote SHEC to members of the McMaster community during various events, including participation at Clubsfest, Welcome Day, and Welcome Week * Ensure that the Promotions Chair promotes and advertise all SHEC events and initiatives |
| Other | 5% | * Participate in a performance evaluation process set out by the Vice-President (Administration) * Responsible for other duties as assigned by the Vice-President (Administration) * Participate in transition with the outgoing SHEC Coordinator and provide transition for the incoming SHEC Coordinator * Be available to act and take on shifts as necessary * Be available for office hours at least three (3) hours a week * Facilitate and promote the partnership between Canadian Blood Services (CBS) and the MSU |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of all the topics that SHEC covers * Knowledge of related health resources in the community and on campus * Peer counseling and education skills * Organizational and time management skills * Leadership skills, ability to lead and direct a team * Interpersonal skills required * Communication skills are required, especially the ability to talk to large groups of people and write reports * Supervisory skills required to manage multiple volunteers |

|  |
| --- |
| **Effort & Responsibility** |
| * Effort required to exercise judgment in staff discipline situations * Effort required to deal with sensitive subject material * Effort required to facilitate sometimes long meetings effectively and efficiently * Judgment required to make financial decisions for the department |

|  |
| --- |
| **Working Conditions** |
| * Major duties are performed within the centre and there are frequent dealings with the general McMaster public, including the SWC, the MSU, and many campus organizations * Time demands may exceed stated hours of work |

|  |
| --- |
| **Training and Experience** |
| * Past experiences with SHEC is preferred, past experience on the Executive is an asset * Experience coordinating a group and running extensive meetings or training an asset * Training and experience with budgeting procedures is an asset for the financial function of this position * Participation in MSU Management Training required (provided) |

|  |
| --- |
| **Equipment** |
| * Personal computer * Meridian Telephone system * Photocopier |