



BCGEU POSITION DESCRIPTION

POSITION TITLE: Student Health Promotion Coordinator

JOB NUMBER: 772

REPORTS TO: Manager, Health Promotion

INCUMBENT:

DEPARTMENT: Student Health Promotion

DATE CREATED: June 2018

JOB CLASS: 12

DATE REVISED: May 2023

PRIMARY FUNCTION

The Student Health Promotion Coordinator develops, organizes, and implements programs and events that support student health and wellness, and advocates for services and enhanced efforts throughout the University community that encourage students to adopt a healthy lifestyle. The Coordinator liaises and collaborates with various KPU departments and external partners and organizations for the development and delivery of health and wellness programming. This position actively supports KPU's Healthy University Initiative.

JOB DUTIES AND TASKS

1. Researches, develops and coordinates health and wellness programs, activities and events that enrich and advance the efforts of a healthy campus, student well-being and campus life.
2. Integrates department initiatives and programs that are in alignment with the Okanagan Charter, Healthy University Initiative and KPU's strategic and academic plans. Expands health and wellness programming with consideration of decolonization, social justice, equality, diversity and inclusion.
3. Develops, coordinates and oversees Student Health Promotion peer programs. Provides specialized training for student staff and volunteers including peer-educator training, health promotion and equity, diversity, inclusivity and decolonization. Secures facilities, equipment and supplies for peer program activities and events.
4. Coordinates and provides administrative support for KPU's Multi-Faith Centre. Schedules monthly meetings and develops agendas in consultation with the Manager, Health Promotion. Researches and develops programs and events in collaboration with Multi-Faith Chaplains. Provides logistical support such as room bookings, hospitality requests and purchasing supplies for events and office hours.
5. Analyzes and evaluates current and future programs to determine approaches, trends and best practices related to evidence-based university wellness initiatives and programs. Gathers, and maintains statistical data in support of program assessment and evaluation.
6. Works collaboratively with KPU departments, faculties and the Kwantlen Student Association to create and maintain a culture and environment that supports the overall mental, social and spiritual health and wellness of KPU students. Coordinates university-wide events such as THRIVE month that advance student health promotion.
7. Collaborates with campus partners and supports the development of health and wellness resources such as sexual health and Pride at KPU.
8. Develops and delivers department and educational information in support of student health and well-being. Conducts classroom presentations to promote programs and services, as well as, health promotion education.



9. Liaises with internal and external partners to assist with development and delivery of student health and wellness promotion and educational programs and events. Communicates with external organizations and community health partners, such as Fraser Health Authority and Vancouver Coastal Health, to facilitate internal programs and initiatives on health topics and programs that align with the KPU community.
10. Represents the department at internal and external meetings that contribute to the health and wellness of the KPU community. Responds to inquiries regarding health and wellness programs, services and events.
11. Markets, promotes and prepares press releases in conjunction with Marketing and Communications departments for Health Promotion programs, activities and events. Develops and coordinates all promotional material through the divisional Communication and Events Coordinator and liaises with the Marketing and Communications departments as appropriate.
12. Promotes health and wellness events to students through a combination of platforms such as CampusWell, e-mail and social media. Maintains and updates the department's web presence.
13. Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the Student Health Promotion department. Provides input regarding staffing and resource requirements, including hiring decisions.
14. Prepares and maintains financial documentation and records for the Student Health Promotion department including budgets and costing information for health and wellness programs, activities, events, services and supply purchases.
15. Hires and trains student assistants, volunteers and other casual employees. Maintains and updates staff personnel records and files. Ensures that mandatory training is completed.
16. Supervises and assigns duties and tasks to direct reports. Schedules staff, approves timesheets and vacation requests, recommends professional development and facilitates conflict and issue resolution.
17. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.
18. Performs other duties as required.

SUPERVISION RECEIVED:

This position reports to the Manager, Health Promotion.

SUPERVISION/DIRECTION EXERCISED:

This position recruits, trains, schedules, and supervises student assistants, volunteers and casual employees.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Oversees maintenance of department and University websites.

Gathers, analyzes and records statistical data for event participation.

Must be able to lift and carry promotional material for various events in the range of 30+lbs.

FINANCIAL RESOURCES:

Responsible for annual operating budget of approximately \$10000 (as determined by Manager), including monitoring and reconciling expenditures.

The above statements reflect the general details considered necessary to describe and evaluate the principal



functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Bachelor's degree in a relevant discipline such as Health Promotion, Social Work, Psychology, or a relevant discipline.
- Two years' health promotion experience planning, organizing and implementing health and wellness education programs, events and activities, preferably for adults/young adults.
- Mental Health First Aid is an asset.
- Demonstrated experience at an intermediate skills level in computing and internet applications including windows environment, Word, Excel, PowerPoint and Outlook.
- Functional understanding of social media marketing programs and platforms.
- Experience working with annual operating budgets.
- Ability to exercise a high level of initiative and responsibility, establish own priorities and meet deadlines with minimal supervision.
- Experience supervising, coordinating and leading, student assistants, volunteers and casual employees.
- Demonstrated understanding of diverse post-secondary student population and ability to plan and implement appropriate and effective programs.
- Proven ability to manage multiple projects simultaneously.
- Excellent interpersonal skill and with the ability to liaise effectively, establish strong working relationships, and provide exceptional customer service to all internal and external partners.
- Strength in oral and written communication, including the ability to present information clearly and concisely, with confidence in public speaking to groups larger than 30.
- Demonstrated ability to accurately research and apply findings to assigned projects.
- Ability to collect and maintain program data and confidential information.
- Proven ability to work independently and as part of a team.
- Possession of a valid driver's license and access to a vehicle is preferred.
- Must be able to work on multiple campuses with a flexible schedule that includes evenings and weekends.

Knowledge Skills & Abilities revised: May 2023
