

POSITION TITLE: **Peer 2 Peer Wellness Assistant Coordinator**

(Wellness and Wellbeing)

POSITION SUMMARY:

Peer Wellness Assistant Coordinators are part of the **Wellness & Wellbeing** team. They support the staff member overseeing the **Peer 2 Peer Wellness Program** by helping coordinate and develop wellness opportunities across campus, including in-class presentations, booths, and events, while ensuring these activities have adequate peer participation. Assistant Coordinators work closely with **Peer Wellness Leaders**, participate directly in these presentations and engagement activities, and assist with monthly team check-ins to share updates and support the volunteer team.

As a **Peer Wellness Assistant Coordinator**, you will help the volunteer team, including Peer Wellness Leaders, effectively deliver health and wellness messaging through brief in-class presentations and accessible campus engagement activities. Messaging from the Peer 2 Peer Wellness Program will:

- Encouraging basic strategies and skills for prioritizing student wellness, including: healthy, balanced eating; prioritizing quality sleep; regular exercise and movement; regular reflection and mindful attentiveness to thoughts and feelings; and taking time to play and connect in person with others.
- Encouraging harm-reduction strategies to alcohol and drug use and social media or passive screen use.
- Provide information on wellness services within Western's Wellness and Wellbeing and encourage students to utilize services to maximize their wellbeing.

Wellness and Wellbeing is dedicated to supporting students to prioritize their mental, emotional, social, and physical wellness, as per the Student Experience Strategic Map 2023-2028. The Wellness and Wellbeing team utilizes a stepped care model, and this program is meant to provide students the lowest possible step in caring for their own wellness through preventative and proactive messaging around prioritizing aspects of basic wellness.

What will you gain from this role?

- Develop and enhance skills for interpersonal communication, help peers, obtain teaching and leadership experience.
- Experience in directly positively influencing a culture of wellness across Western University.
- Leadership experience as a coordinating member of a peer volunteer team.

- Gain exposure to and awareness of both common challenges students face related to managing their own wellness, and strategies related to addressing wellness in a holistic and multi-faceted way.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Become proficient in public speaking, communication, and organizing teams.
- Receive feedback via a midterm and year-end performance review.
- Obtain recognition through Western's Co-curricular Record.
- Stipend offered at conclusion of responsibilities.

Key Responsibilities:

- Outreach, Scheduling & Follow-Up
 - Reach out to course instructors to schedule brief in-class wellness presentations, manage reminder and follow-up emails, and provide occasional presentation delivery or coverage as needed.
- Content Development
 - Support the development of wellness presentation content focused on wellness strategies and skills.
- Event, Boothing & Activity Planning
 - Assist with planning and delivery of wellness events, booths, and activities, providing coverage as needed.
- Team Support & Expectations
 - Attend required training in early September (including role-specific training) and participate in regular team meetings and check-ins.
 - Uphold Wellness & Wellbeing values, including harm reduction, equity, and respect, and collaboration, while maintaining appropriate role boundaries and sharing wellness strategies and support services on campus.

Position Requirements:

- Undergraduate or graduate student with a strong interest in wellness promotion.
- Registered for the 2026–2027 academic year with the intention of remaining in London for the full academic year (e.g., no exchanges).
- Good working knowledge of campus resources and the broader campus landscape.
- Demonstrated peer leadership experience.
- Strong communication skills, including attending, listening, and speaking, as well as interpersonal skills.
- Strong problem-solving abilities and ability to work collaboratively.

POSITION SPECIFICS:

Position Length:

- Fall/Winter terms
- Training in August/September

Time Commitment:

- Approximately 4 hours per week (excluding required training), including coordinating, developing, and delivering wellness presentations, assisting with planning and facilitating wellness booths and events, and attending regular team meetings.

Position Training:

- Western Peer Leader Training (see details below)
- Required one-day training in early September, including additional role-specific preparation for Assistant Coordinators

Western Peer Leaders (WPL) Training:

- Complete Human Resources Training:
 - WHMIS (60-90 min)
 - Health & Safety (45-60 min)
 - Safe Campus (30 min)
 - AODA (45-60 min)
- Complete WPL Fundamental Training:
 - Boundaries E-Learning Module
 - Equity & Inclusion e-Learning Module
 - Gender-Based Violence Policy e-Learning Module
 - Indigenous Initiatives Content & Reflection
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form and/or Student Self-Reflection (one per term)

** Trainings subject to change

REPORTS TO:

Wellness and Equity Education Manager, AnnaLise Trudell (PhD), or designate.

Application Method:

Login to [Western Connect](#), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

Western Values Diversity:

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officers at egalea2@uwo.ca or 519-661-2111 ext. 85912 or shona.casserly@uwo.ca or 519.661.1111 (89081).