

Job Posting for Chestnut Residence

Position Type: Part Time, Contract, Live-In

Job Title: Community Wellness Coordinator

Job Description:

Under the general direction of the Assistant Dean, Residence Life (ADRL), the Community Wellness Coordinators (CWCs) will work to support and expand Chestnut Residence's student-focused supports and programming initiatives. The CWCs have the following focus areas for the academic term and the Winter Break: organizing high-impact, engaging student-focused programming; connecting one-on-one with students; and providing on-call support in residence.

The CWCs will work closely with the ADRL, the Residence Life Coordinators (RLCs), and the Student Life Programs Coordinator (SLPC) to provide an expanded wellness program for residents, including increased programming. They will provide one-on-one support to students during business hours; some on-call support to Residence Dons after hours and on weekends; and on-call support and programming during the Winter Break. CWCs live at Chestnut Residence, allowing them to integrate themselves into the Chestnut community and to provide timely in-person response and support to emergencies in residence.

Working as part of the Residence Life Office, the CWCs will help with the development, implementation, and evaluation of programming and initiatives. Areas of focus for programming and initiatives include: residence life; student life; mental health; transition; and wellbeing. The CWCs assist with Don hiring and training.

Wellness Programming and Support

- Developing and implementing wellness programming at Chestnut Residence.
- Supporting Dons and Academic Programmers with wellness programming.
- Holding student drop-in hours Monday-Friday.
- Handling sensitive and/or confidential information.

Student Support and Crisis/Emergency Response

- Participates in a 24-hour, emergency on-call rotation with the other CWC and the RLCs acting as a second-level responder.
- Acts as the second-level responder, after the Don, and support person for on-call emergencies or incidents in residence pertaining to the safety and well-being of Chestnut students.
- Coordinates the provision of services and supports to students requiring immediate support outside of business hours, for example organizing services for students requiring isolation.

Winter Break On-call and Programming

- Developing and implementing programming for the Winter Break.
- Participates in a 24-hour, emergency on-call rotation with the other CWC as the primary-level responder.

Other

- Maintaining an active presence by living at Chestnut Residence, attending various programs, special events and eating several meals in the Dining Hall each week, and provided with residence meal plan.
- Assisting with the hiring and training of Residence Dons.
- Assisting with the training of student leaders, including the Academic Programmers team.
- Support the Residence Life Office with operational needs, dependent upon the cycle of the year.
- Other duties as assigned.

Job Requirements:

Applicants interested in this position will need strong organizational abilities and attention to detail, a basic knowledge of the University of Toronto, be a self-starter and generally comfortable with residence life and possess project and time management skills. A minimum of 1 year of experience working in a residence life/housing setting (Don, Residence Assistant, etc.) is required. Experience planning, organizing, implementing, and evaluating programs designed to support student success in the post-secondary setting. Applicants will need experience with on-call and managing emergency and crisis situations. Demonstrated skills working with diverse students and student groups is required. Strong written and oral communication and public speaking skills are required, and the ability to work with various staff and students to manage incidents and situations is required. Experience with StarRez, Canva, and social media platforms also desired. Orientation and on-the-job training will be provided.

Education:

- Bachelor's Degree in a related discipline or an equivalent combination of education and experience;
- Graduate/professional degree or enrollment in a graduate/professional degree in a related field an asset.

Certifications:

- Standard First Aid and CPR C is an asset;
- ASIST training is an asset.

Contract or Permanent?: Contract

Start Date: July 8, 2024

End Date: May 9, 2024

Number of Positions: 2

Job Location: 89 Chestnut Street

Remuneration: \$20/hour, plus residence meal plan (September to April) and a single room at Chestnut Residence. The meal plan and apartment are taxable benefits.

Hours Per Week: Up to 20 hours per week (majority of contract) Monday to Friday, plus some rotational after hours and weekend on-call support. Up to 30 hours per week from August 6, 2024, to September 1, 2024. In-person (no remote option). Up to 20 hours per week and rotational on-call for the Winter Break (December 23, 2024-January 5, 2025)

Application Deadline: May 20, 2024, at 11:59PM EST (email to jessi.sidhu@utoronto.ca)