



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

*Engineering Health and
Wellness Center Events
Coordinator*

Events



Engineering Health and Wellness Center Events Coordinator Position Description

Purpose/ Main Goal:

The Engineering Wellness Center is a tremendous asset to the Queen's Engineering community. It is a relaxing, supportive and welcoming environment where students can go if want to decompress and destress. It provides the opportunity for students to talk with friendly volunteers as well as do stress-releasing activities such as colouring, popping bubble wrap or building with blocks. The goal of the Engineering Health and Wellness Center Events Coordinator is to make the services more accessible by planning fun activities to promote the center and make it more familiar to the entire community. Another important objective of the role is increasing mental health awareness.

Job Description:

The Engineering Health and Wellness Center Events Coordinator acts as a liaison between the Wellness Center and the Engineering Society by planning events that are welcoming and open to everyone. In this role, you will gain experience with aspects of event planning. It is a very rewarding role as you get to see the results of your hard work come together in the creation of fun, community building events, while also promoting a great cause.

Responsibilities:

1. Increase awareness of the mental wellness resources available to engineering students.
2. Market and promote events, through Facebook, posters and other advertisements.
3. Organize event logistics, such as gathering all the equipment and materials needed.
4. Create a schedule for each event.
5. Run the events.
6. Set up and clean up after the event.
7. Act as a liaison between the Engineering Society and the Wellness Center.



Time Commitment:

2-3 hours/week

Skills:

Required	Gained
<ul style="list-style-type: none">• Organization• Time Management• Interpersonal Skills (i.e. "People Skills")• Responsibility• Writing Skills• Logistical Skills (i.e. Event Planning, Organization of People)• Professionalism• Enthusiasm• Creative Thinking	<ul style="list-style-type: none">• Experience with event planning, logistics and management• Quick thinking• Connections within the society• Teamwork• Leadership

Daily Tasks:

- Market and plan the events.
- Check and respond to emails as required.
- Organize event logistics.

Timeline:

- **Hiring:** October
- **Busy Periods:** The week prior to events, which occurs through the year.



Past Accomplishments:

- Planned a variety of events and activities such as:
 1. Lego and Hot Chocolate Day
 2. Pay-It-Forward Passes
- Acted as a liaison between the Engineering Society and the Wellness Center, allowing the Wellness center to use the society's resources.

Meetings Attended:

Meeting Name	Approximate Length	Frequency
Meeting with the Director of Events and Engineering Wellness Center Volunteers	1 hour	Biweekly (roughly)

Incumbent Will Work With:

Role	Involvement Summary
Engineering Wellness Center	Collaborate and provide assistance with other events as needed.
Director of Events	Provide feedback, advice, direction and assistance.

Past Incumbents:

Name	Year(s) in Position	Email address
Steven Lee	2016/2017	stevencmlee72@gmail.com



If you're interested in *Engineering Health and Wellness Center Events Coordinator*, you may also be interested in...

- EngVents, EngWeek and Movember Chair.
- EngVents Food Drive Coordinator.
- Director of Events
- Conference planning committees.
- Engineering Wellness Center Volunteer.