

Health and Wellness Volunteer Duties

Health and Wellness Volunteer Duties include assisting staff with the promotion of events and programs. This includes:

- Design of posters, announcements, and other public relations materials, and distribution/posting of these materials.
- Provide logistical support to staff with scheduling and conducting wellness events such as setup and tear down, registration, handing out materials, and attending the event.
- Assist staff with collecting a library of relevant written material, pamphlets, videos, and stocking display tables/racks/bulletin boards with health and wellness materials, and preparing health and wellness newsletters.
- At the direction of staff, assist employees with completion of surveys and questionnaires.
- Assist staff with preparing folders with handouts, distributing handouts, assisting employees with various activities at the direction of staff, and providing assistance with other activities as needed.
- Assist staff with physical activity events, cooking demonstrations, and other wellness activities.
- Assist instructors with classes involving physical activity, healthy eating, smoking cessation, stress management, or related activities.
- Participate with VA teams in community physical activity/wellness events and challenges.
- Recruit and assist with orientation for new volunteers.
- Work with the Employee Health Promotion staff and the Employee Wellness Committee to create new ways to

