

*All OSWx team members are responsible for supporting and co-creating this space where folks come to have real change in their lives. YOU are changing lives. All Peer Leaders are responsible for fostering enthusiasm and excitement about OSWx as well as recruiting new OSWx members. You work as a team and are there to support each other and all OSWx members.*

### **Operations Coordinator**

You are responsible for engaging enthusiastically during the events and sharing enthusiastically with others in between events. You provide support for the various hosts and oversee all other roles. You follow the facilitators instructions with excitement and bring energy and encouragement to the sessions. You are the leader of the OSWx leadership group meetings on Tuesday evenings. You work with the Facilitator Coordinator to plan the off-week (1st and 3rd weeks) sessions and help plan field trips and outings.

### **Facilitator Coordinator**

You oversee OSWx scheduling and the sessions. You delegate early and often, assigning people tasks throughout the evening if needed. You coordinate OSWx facilitators for each week. You train the facilitators and hosts of the sessions and are there to provide them with support as they need it. You ensure there is a plan for each session (ice breaker, movement, mindfulness, story-sharing, discussion) and are available to step in at any time. You work with the Operations Coordinator to plan the off-week (1st and 3rd weeks) sessions and help plan field trips and outings.

### **Outreach Coordinator**

You are responsible for recruiting new members to OSWx, whether this be in person or virtual. You are in charge of announcements about dates, sessions, and anything related to OSWx. You will ensure that OSWx is connecting with all recent graduates of OSWx and are inviting them to your meetings. You keep an updated call list of contacts and oversee the tracking of all outreach contacts with participants and graduates. Lastly, you keep an updated Outreach Call Script that shares why OSW is important to your health and provide vital information (time, address, contact info) about OSWx events.

### **Zoom Coordinator**

You help current and new members with Zoom onboarding. You make sure everyone is comfortable utilizing Zoom (or other virtual platforms) and are available to help with technical difficulties during Zoom calls. You are responsible for ‘driving’ the Zoom calls and ensuring that the proper participants are muted should that interfere with another participant’s sharing.