



Job Title: Wellness Lounge Assistant

Time Period: September 22, 2026-June 26, 2027 [1 year commitment preferred]

Salary: \$18.70 per hour

FTE: Up to 19 hours a week

Report to: Mental Health and Wellness Center, **Alexis Donato** [donatoalexis@fhda.edu]

Position Overview

The Wellness Lounge Assistant supports the daily operations of the Foothill College Wellness Lounge, a welcoming self-service space designed to promote student mental health, stress relief, and community connection. This role is ideal for students passionate about peer wellness, campus culture, and creating an inclusive environment where all students feel seen and supported.

This is a part-time, hourly student employment position. Schedules are flexible and coordinated with the MHWC Department Chair each quarter. Shifts are in 3-4 hour chunks. Minimum of 2-3 shifts per week preferred.

Key Responsibilities

Lounge Operations & Environment

- Open and close the Wellness Lounge according to scheduled hours
- Maintain a clean, organized, and welcoming physical space
- Monitor supply inventory and communicate restocking needs to the supervisor
- Set up and break down activity stations, materials, and displays as needed

Peer Support & Student Engagement

- Greet every student warmly and help orient them to Wellness Lounge resources
- Model a calm, inclusive, and non-judgmental presence
- Facilitate or assist with drop-in wellness activities (e.g., crafting, mindfulness, relaxation stations)

- Encourage student engagement without pressure or overstepping boundaries; enforce policies [such as quiet space, cleaning up, etc.]

Programming & Outreach

- Assist with planning and implementing wellness events and themed activities as needed
- Support tabling efforts and campus outreach as needed
- Help create promotional materials or social media content

Documentation & Communication

- Track attendance and usage data using department logs or forms
- Communicate regularly with the supervisor about student needs, concerns, or feedback
- Attend required staff meetings and trainings (1-2 times a year)

Minimum Qualifications

- Currently enrolled student at the college (6+ units)
- Demonstrated interest in mental health, wellness, or peer support
- Strong interpersonal skills and ability to work with diverse student populations
- Reliable, punctual, and self-directed
- Comfortable working independently and in a small team

Preferred Qualifications

- Previous experience in peer mentoring, health education, or student services
- Familiarity with stress management, mindfulness, or wellness practices
- Bilingual or multilingual skills
- Comfort with social media

To Apply

Send an email expressing interest, why you'd like to work at the Wellness Lounge, and your resume to Alexis Donato

donatoalexis@fhda.edu