

VCE Summer School 2024 Role Description

Volunteer Group Leader Coordinator

Group Leader Coordinators oversee a large team of Group Leaders who deliver daily updates and relevant information to an assigned group of students and lead their group in activities. With support from the Directors, Coordinators assign Group Leaders to their groups, instruct them on their role, and communicate key information and activities. Coordinators should also create a positive community for Group Leaders and their student groups. Applicants should be enthusiastic, committed to the program, and ideally possess leadership experience.

This role must be held alongside the Subject Tutor role, as described in the Volunteer Subject Tutor Role Description.

Title	Volunteer Group Leader Coordinator
Number of positions	1-2
Desirable Attributes	<ul style="list-style-type: none"> • Friendly, welcoming and enthusiastic • Organisation, adaptability and time management
Skills Developed in this Role	<ul style="list-style-type: none"> • Communication and collaboration skills • Leadership and group coordination • Volunteer and project management
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none"> • Engage in training run by the Directors (about 3 hours over October to December). • Meet with the Directors to share plans and progress (at least 3 hours between October and January). • Coordinate the activities of the Group Leaders at Tutor Refresher Day (5 Jan), including a campus tour run by the Events team. • Communicate timetable to the Group Leader team. <p>During the program:</p> <ul style="list-style-type: none"> • Have overall responsibility for the running and management of the Group Leaders, including: <ul style="list-style-type: none"> ○ overseeing daily group meetings, including organising materials for mandatory activities ○ managing tutor attendance for meetings ○ sending daily updates and activities suggestions ○ monitoring the Group Leader email inbox • Attend events as required to support the Group Leaders students. <ul style="list-style-type: none"> ○ welcome ceremony and campus tour on 9 January ○ daily meetings before lunch ○ two major program events

	<ul style="list-style-type: none"> • Foster an inclusive and supportive environment for students and Group Leaders. • Maintain the drop-in activities space and encourage student engagement with events on program. • Organise debrief meetings for Group Leaders in both program weeks. • Proactively liaise with the Events and Zine teams to communicate with tutors and students. • Notify the Directors of any risks or incidents that occur through Group Leader meetings and program events. <p>After the program</p> <ul style="list-style-type: none"> • Attend a debrief meeting organised by the Directors to share reflections on the program and Group Leader team (2 hours).
Reporting to	Directors

Time Commitment

Before the program, Group Leader Coordinators must attend training and meet with the Directors, plan communications and trainings for the Group Leaders, and coordinate activities on Student Enrolment Day in January. These duties will involve an additional 20 hours before the program.

During the program, the Group Leader Coordinators must be available each day of the program for a morning daily meeting. They must also attend 2-3 large events run by the Events Team during the program and the Welcome Ceremony on the first day of the program. Group Leader Coordinators will additionally be required to support Group Leaders by organising check ins during the program, and contribute ideas for daily meetings. These duties will involve an additional 30 hours during the program.

Volunteering in this role addresses educational disadvantage and empowers University students by building interpersonal and professional skills. The VCESS program develops volunteer confidence and expertise, fosters positive and constructive partnerships, and increases UMSU visibility and recognition, which contributes to UMSU's Strategic Goals.

Benefits Common to all Roles

- Opportunity to support younger students experiencing educational disadvantage.
- Training in teaching strategies, inclusion and child safety.
- Development of communication, collaboration and time management skills.
- Access to VCESS social activities, before and during program.
- Experience working with diverse people and new connections with participants.

Responsibilities Common to all Roles

All volunteers fulfil the responsibilities of a VCESS Subject Tutor alongside any other roles, as per the Volunteer Subject Tutor Role Description. Additionally, they must:

Engage positively and appropriately with students, including:

- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Hold a current and valid Working With Children Check, sign the relevant indemnity form and agree with all terms and conditions stated therein by the commencement of the program.

Prepare adequately for program commitments, including:

- Complete any required training for your roles, including compulsory tutor training in December, or organise an alternative with Program Directors.
- Notify the Program Directors of any changes to your availability to volunteer.
- Notify the Program Directors of any changes to personal circumstances which may impact your ability to perform the role safely.

Follow program rules and procedures, including:

- The UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Code of Conduct.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.