

VCE Summer School 2024 Role Description

Volunteer Zine Coordinator

The Zine Coordinator is responsible for collaboratively managing a team of Zine Editors to create a daily VCESS publication called the Zine, and mentor students to create content specific to their interests for the same publication. The Zine acts as a means of communication between and amongst students and tutors. In the past it has contained necessary program information and logistics, written pieces and artwork from program participants, and activities.

The Zine Coordinator is also responsible for managing communication with other teams as appropriate, the production of an end-of-program Magazine and the administration of the Stüdmuffin Competition.

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

Title	Volunteer Zine Coordinator
Number of positions	1-2
Desirable Attributes	<ul style="list-style-type: none"> • Strong initiative, organisation, time management skills • Experience in writing, design or media communications • Creative skills or knowledge of design software such as Microsoft Publisher or Canva
Skills Developed in this Role	<ul style="list-style-type: none"> • Communication and collaboration skills • Mentorship, editing and feedback for creatives • Marketing skills, content curation and production
Main duties and responsibilities	<p>In addition to the responsibilities of the Zine Editor role, the Zine Coordinator is required to:</p> <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). • Develop and run training for the Zine Editors (about 5 hours over October to December). • Plan and organise a pre-Zine to be electronically distributed to students and tutors in the week before the program, delegating tasks among the Zine Editors (about 5 hours). • Meet with the Directors to share plans and progress (at least 3 hours between October and January). <p>During the program:</p> <ul style="list-style-type: none"> • Coordinate the production of the Zine every weekday and the creation of social media content throughout the program.

	<ul style="list-style-type: none"> • With guidance from the Directors, oversee the documentation of the program through photos, videos, and student creativity. • Liaise with other teams as appropriate to include content in the Zine and promote other teams' services and activities. • Coordinate the production of a Megazine with guidance from the Directors, which celebrates VCESS participants and acts as a year (two week) book for the program. • Manage the administration and vote-counting for the Stüdmuffin Competition (an inner beauty competition where students and tutors vote for someone or something that deserves recognition). <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 Zine team (2 hours).
Reporting to	Directors

Time Commitment

The Zine Coordinator is expected to organise training and planning sessions before the program, including pre-Zine creation over November and December. The pre-program time commitment for these responsibilities is expected to be 15 to 20 hours.

The Zine Coordinator manages Zine Editors to produce a daily Zine on a strict deadline and attend activities to capture program moments which can be shared on social media. The on-program time commitment for these responsibilities is expected to be about 40 hours.

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.