

VCE Summer School 2024 Role Description

Volunteer Events Coordinator

The Events Coordinator directs and manages the Events Team to plan, organise and deliver non-academic events during the program. Duties will include overseeing the training, planning, organisation, set up and clean up of activities as well as generally promoting fun and a positive culture at VCESS. In addition to these requirements, the Coordinators are also responsible for the organisation and planning of training, delegation of roles within the team, and organising the Events Team to successfully carry out their roles during the program. Stronger applicants will have experience planning and facilitating events or an excellent understanding of the requirements of events at VCESS.

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

Title	Volunteer Events Coordinator
Number of positions	1-2
Desirable Attributes	<ul style="list-style-type: none"> • Creativity and ability to improvise • Organised and reliable • Communication and collaborative skills
Skills Developed in this Role	<ul style="list-style-type: none"> • Logistics planning, including risk assessments, expense tracking, event scheduling and venue management • Adaptability and time management • Volunteer and project management
Main duties and responsibilities	<p>In addition to the responsibilities of the Events Team, the Events Coordinator is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none"> • Engage in training run by the Directors before the program (around 3 hours over September-December) • With guidance from the Directors, organise a social event for tutors in October (e.g. trivia) • Organise and direct all activities of the Events team (around 15 hours over October to December) <ul style="list-style-type: none"> ○ Explicitly delegate duties for events preparation in consultation with team (by Early December) ○ Plan and coordinate activities on Tutor Refresher Day (5 Jan) to finalise events • Meet with 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"> • Maintain overall responsibility for the running and management of the Events team, including:

	<ul style="list-style-type: none"> ○ Major in-person program events (e.g. trivia, scavenger hunt) ○ Drop-in activities space ● Notify the Directors of any risks or incidents that occur throughout program events ● Proactively liaise with the Group Leader and Zine teams to communicate with tutors and students <p>After the program:</p> <ul style="list-style-type: none"> ● Attend a debrief meeting organised by Directors to share reflections on the program and Events team (2 hours)
Reporting to	Directors

Time Commitment

The Events Coordinator will organise team meetings in September to December, subject to team availability, and meet with the Directors before the commencement of the program. In addition, the Coordinators will need to attend Tutor Refresher Day on 5 January. The pre-program time commitment for these responsibilities is expected to be up to 20 hours.

The Events Team is required to attend for events duties for about 20 additional hours during the program. Coordinators will be required to also organise and attend a debrief with the Events Team after major program events.

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.