

## VCE Summer School 2024 Role Description

### *Volunteer Subject Coordinator*

Subject Coordinators are responsible for coordinating the delivery of a subject within the program. This includes developing a Subject Booklet for use as a teaching and learning resource by tutors and students and collaborating with tutors to offer support and refine teaching strategies for the subject before and during the program. This role will be more involved for larger subjects where there are more tutors, including English, Mathematics and Sciences. Successful applicants will have a passion and prior experience or knowledge for their nominated study, a drive to improve academic resources and ability to actively consult on subject requirements or outcomes.

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

<b>Title</b>	Volunteer Subject Coordinator
<b>Number of positions</b>	1 per subject
<b>Desirable Attributes</b>	<ul style="list-style-type: none"> <li>• Knowledge of VCE structure and terminology</li> <li>• Knowledge of the relevant subject curriculum, including subject structure, content, intended learning outcomes and assessment</li> <li>• Organisation, reliability and deadline management skills</li> </ul>
<b>Skills Developed in this Role</b>	<ul style="list-style-type: none"> <li>• Communication, collaboration and project management</li> <li>• Accessibility strategies for written material</li> <li>• Academic resource development</li> </ul>
<b>Main duties and responsibilities</b>	<p>Before the program:</p> <ul style="list-style-type: none"> <li>• Engage in training run by the Directors (about 3 hours in September).</li> <li>• Produce a subject booklet with activities, content and exam tip for all students completing the subject by 22 October (about 5-15 hours).             <ul style="list-style-type: none"> <li>o Adhere to and implement accessibility standards per guidelines provided by the Directors.</li> <li>o Previous booklets and recent feedback are provided to assist with resource development.</li> <li>o Engage with support provided by the Tutor Support Officer (TSO) team.</li> </ul> </li> <li>• Proactively communicate with subject tutors to discuss teaching strategies, activities and resource development (about 5 hours).             <ul style="list-style-type: none"> <li>o Attend Tutor Refresher Day (5 January) to meet with subject tutors and collaborate on lesson planning and teaching approaches.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Provide an example lesson plan to tutors of the relevant subject, with guidance from the TSO team as needed.</li> </ul> <p>During the program:</p> <ul style="list-style-type: none"> <li>• Communicate with subject tutors and the TSO team to ensure tutors of the relevant subject are supported.</li> <li>• Prepare for and facilitate a one-hour mid-program subject team meeting in collaboration with the TSO team. <ul style="list-style-type: none"> <li>o Take notes of the lesson plans and activities that have worked well for use in future programs.</li> </ul> </li> <li>• Collect resources created by subject tutors and preserve these for use in future programs.</li> <li>• Promptly update and correct digital copies of the subject booklet and provide the most updated copy to the TSOs and Directors.</li> <li>• As directed by the Directors and Operations team, assist with identifying tutors to fill absences where required.</li> </ul> <p>Special Requirements:</p> <ul style="list-style-type: none"> <li>• English 3/4 Coordinator is required to deliver two to three seminars for all students on the program.</li> <li>• Art 3/4 Coordinator may be required to draw an animal mascot for the program with guidance from the Directors.</li> </ul>
<b>Reporting to</b>	Directors Tutor Support Officers

**Time Commitment**

Subject Coordinators are expected to produce a subject booklet by 22 October, with extensions of up to one month available by discussion with the Director team. The time commitment will vary based on the previous booklet and updates to the curriculum since the previous program but is estimated at 5-15 hours depending on the subject. Subject Coordinators may also consult with appointed subject tutors when drafting the booklet and should prepare an example lesson plan for subject tutors before the program.

In addition, Subject Coordinators will need to attend Tutor Refresher Day on 5 January, and lead a one-hour subject team meeting towards the end of week 1 of the program. Subject Coordinators are required to proactively make themselves available to assist tutors in their subject. The estimated total time commitment for this role is 10-20 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.