

VCE Summer School 2024 Role Description

Volunteer Zine Editor

Zine Editors work 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.

Although Zine Editors will be responsible for pitching and developing some content themselves, they will also be expected to source and work with interested students to help them develop content that will then be published. Zine Editors should have the ability to work to strict deadlines as part of a team, and the ability to provide constructive feedback to students. Applicants ideally have interest or experience in writing, design or media communications.

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

Title	Volunteer Zine Editor
Number of positions	8-10
Desirable Attributes	<ul style="list-style-type: none"> • Interest in writing, design or media communications • Organisation, adaptability and time management • 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, and content curation and production
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none"> • Engage in training and planning run by the Coordinator (about 5 hours over November to December). • Prepare a 'pre-Zine' to be electronically distributed to students and tutors in the week before the program (about 5 hours). <p>During the program:</p> <ul style="list-style-type: none"> • Plan and prepare the Zine every weekday during the Summer School as a method of communication for students and tutors. <ul style="list-style-type: none"> ○ Collect, edit and integrate student- and tutor-made material for the Zine. ○ Liaise with Directors and relevant Coordinators to compile relevant logistics information.

	<ul style="list-style-type: none"> • Source and mentor interested students to develop and publish content for the Zine, including written, visual and other media. <ul style="list-style-type: none"> ◦ Promote the integration of student work produced in classes, events, workshops or independently. • Capture student activities on program, including attending events to take photos and videos. • Organise and assist in counting votes for the Stüdmuffin Competition (an inner beauty competition where students and tutors vote for someone or something that deserves recognition). • With guidance from the Directors, produce a Megazine which celebrates VCESS participants and acts as a “year (two week) book” for the program.
Reporting to	Directors Zine Coordinators

Time Commitment

Training, planning and pre-Zine creation will be provided in November to December. The pre-program time commitment for these responsibilities is expected to be up to 10 hours.

Zine Editors 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 30 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.