Position Descriptions

Everyone involved with the VCE Summer School is expected to be a Subject Tutor, though there maybe exceptional circumstances where a member of a Special Roles team does not tutor a subject. Also outlined here are position descriptions for a wide range of roles which when combined with the Directors, run the entire two week program. Before applying we recommend that you have a look through the positions and see which roles would suit you.

Subject Tutor

Subject tutors are responsible for tutoring a class generally containing between 10 and 15 students in a particular VCE subject. The minimum time commitment is six lessons lasting one hour spread out over the two weeks, in addition to the time needed to plan and prepare classes beforehand.

Applicants for subject tutor must be friendly and approachable, with strong leadership and social skills. Also essential is a good academic record and detailed knowledge of the subject area: we recommend having studied the subject or equivalent at least at first-year university level.

Time commitment: Subject tutors are required to attend either Tutor Camp (Friday 28 – Sunday 30 November) or Tutor Training Day (Tuesday 25 November) and are required to teach all six hours of their lessons over two weeks, as well as planning lessons outside of class time. In addition, tutors are encouraged to contribute to the extra-curricular environment during the program and involve themselves in the VCESS community. Some subject tutors tutor more than one subject.

Subject Coordinator

Subject coordinators are tutors who have volunteered to write the specific subject booklets and teach at least one class in that subject. They are responsible for providing subject content to tutors, and communicating on a regular basis with the tutors teaching their subject.

Applicants for this role must have a strong academic background as well as effective leadership and communication skills. They must have an in depth knowledge of their subject area, and have reviewed the changes to the 2015 curriculum listed on the VCAA website. They will be provided with subject booklets from the previous year (where available).

Time commitment: Subject booklets are due by Saturday 1 November, so please consider this when applying for this role. Attendance at Tutor Camp (Friday 28 – Sunday 30 November) is optional, but highly recommended. Coordinators must be available for Tutor Training Day (Tuesday 25 November).
Subject coordinators will also be tutoring at least one class, so please bear in mind the time commitments for a subject tutor. For large subjects, coordinators should be available for the whole two weeks to liaise with subject tutors.

**Residential Coordinator**

The Residential Coordinator is responsible for the organisation and execution of the two-week residential program at VCE Summer School. The primary aim of the Coordinator is the organisation and execution of the extensive residential activities program, as well as providing pastoral care and support for the Residential students and tutors.

Applicants must be confident leaders with the capacity to respond effectively in high-pressure situations. We are seeking a dedicated, compassionate applicant with effective problem-solving skills, the selection of which will be based on academic achievement, extra-curricular involvement and interviews. Experience organising a similar residential program or camp is desirable.

*Time commitment:* The Residential Coordinator is required to attend Tutor Camp (Friday 28 – Sunday 30 November), welfare training and also team meetings before and during the program. The Residential Coordinator will stay on campus with the residential team and residential students, move in on the Friday prior to the Residential program and stay until the final Friday of the VCE Summer School program, with some time off during the middle weekend.

**Residential Tutor**

The residential team consists of a Residential Coordinator and eight Residential Tutors, whose primary aim is to provide pastoral support and supervision for the residential students. Residential Tutors are also responsible for the organisation and execution of the extensive residential activities program, in conjunction with the Residential Coordinator.

Applicants must be responsible, supportive team players with the capacity to respond effectively in high-pressure situations. We are seeking a dedicated, compassionate team, the selection of which will be based on academic achievement, extra-curricular involvement and interviews.

*Time commitment:* Residential tutors are required to attend Tutor Camp (Friday 28 – Sunday 30 November), welfare training, and team meetings before the program before the program. Residential tutors will stay on campus with the residential students, move into their college lodgings on the Friday prior to the Residential program and stay until the final Friday of the VCE Summer School program, with the middle weekend free.

**Activities Coordinator**

The Activities Coordinator is responsible for planning and executing the Activities program at Summer School, in concert with the six members of the Activities team who will organise and run
activities and workshops during the program. Duties will include planning, organisation, setup, clean up and promotion of activities, as well as the leadership and management of the Activities team. Applicants should be responsible, comfortable working a team environment, and will preferably have experience in leadership roles.

_Time Commitment:_ Members of the Activities Team are required to be available during the two weeks to set up and run all activities and BBQs. Members of the Activities Team are required to attend Tutor Camp (Friday 28 – Sunday 30 November) and other meetings and training as required.

**Activities Team Member**

The Activities Team consists of six people who will organise and run activities and workshops during the program. Duties will include planning, organisation, setup, clean up and promotion of activities. Applicants should be comfortable working in a team environment.

_Time Commitment:_ Members of the Activities Team are required to be available during the two weeks to set up and run all activities and BBQs. Members of the Activities Team are required to attend Tutor Camp (Friday 28 – Sunday 30 November) and other meetings and training as required.

**Welfare Coordinator**

The Welfare Team ensures the wellbeing of both students and tutors during the program. They are responsible for ongoing mediation of student and tutor grievances, as well as actively working to provide a safe and positive Summer School environment. The Welfare Coordinator will take on a leadership role within this team, coordinating the members of the Welfare team and dealing with the most serious issues regarding student and tutor welfare at VCE Summer School.

The selected candidate for this role must adhere to privacy and confidentiality guidelines and must be pursuing, or have completed, a degree in social work, psychology or similar fields or have had previous experience on the VCE Summer School Welfare Team.

_Time Commitment:_ The Welfare Coordinator is required to attend welfare training funded by VCE Summer School and is required to be available for Tutor Camp (Friday 28 – Sunday 30 November) and Training Day (Tuesday 25 November). They are also required to be on campus for the entire two weeks of the program from 9.00 AM – 4.00 PM.

**Welfare Officer**

The Welfare Team ensures the wellbeing of both students and tutors during the program. They are responsible for ongoing mediation of student and tutor grievances, as well as actively working to provide a safe and positive Summer School environment.
The selected candidates for this role must adhere to privacy and confidentiality guidelines and would ideally have experience in social work, youth counselling or similar fields.

**Time Commitment**: Welfare Officers are required to attend welfare training funded by VCE Summer School and are required to be available for Tutor Camp (Friday 28 – Sunday 30 November) and Training Day (Tuesday 25 November). They are also required to be on campus for the entire two weeks of the program 9.00 AM – 4.00 PM.

**Zine Editor**

The Zine Editors are responsible for the publication of the Summer School magazine - the Zine (about four A4 pages) - a publication for students and tutors that contains a schedule for the day’s events, necessary program information, helpful study tips, and fun activities. In addition to the daily Zines, the Zine Editors are also responsible for producing the final ‘Megazine’ of around 20 pages at the end of the program.

Some applicants for this role should be familiar with Adobe InDesign, Microsoft Publisher or equivalent programs and be very comfortable working with a team to meet strict deadlines. Applicants should have publishing, design or similar media experience or alternatively a journalistic interest.

**Time Commitment**: Zine Editors are required to be available the entire two weeks, have access to a camera and adhere to strict deadlines. Attendance at Tutor Camp (Friday 28 – Sunday 30 November) is required to allow Editors to familiarise themselves with the processes of the program.

**Group Leader**

Group Leaders are responsible for delivering daily updates and relevant information to an assigned group of students in a daily meeting and leading their group in activities. They provide a key contact point for students during the program and are crucial to developing an enthusiastic, positive Summer School community.

Applicants should be enthusiastic, committed to the program, and ideally should possess leadership experience.

**Time Commitment**: Group leaders are required to be on campus before 11 AM every day to collect information and be ready to mark attendance at group meetings which occur at 11AM. They must also be available to lead their group through activities. Attendance at Tutor Camp is compulsory (Friday 28 – Sunday 30 November).

**Operations Team**
The Operations Team are responsible for assisting Directors with the logistics of Summer School. Duties will include ensuring that spaces are maintained, equipment for activities and workshops is secured, and that classes are running according to the timetable. This role requires highly developed organisational and problem-solving skills, a high level of dedication, and the ability to work under pressure in a team environment.

*Time Commitment:* The Operations team are required on campus each day between 8.30 AM and 4.30 PM for the duration of the two weeks. Attendance at Tutor Camp (Friday 28 – Sunday 30 November) is compulsory.

**IT Operations Team**

The IT Operations team is responsible for assisting the Directors in the creation and maintenance of several online facets of the VCE Summer School program, particularly the Tutor Management system. Applicants should be reliable and responsible; and preferably have experience with HTML, CSS, Javascript and Perl.

*Time Commitment:* IT Operations team members should be available throughout Summer School to provide assistance to tutors, as well as willing to volunteer their time preparing several online systems in the lead up to the program. Attendance at Tutor Camp (Friday 28 – Sunday 30 November) is compulsory.

**Teaching Support Officer**

Teaching Support Officers are experienced tutors who are willing to be a point of contact for tutors and subject coordinators on teaching strategies, classroom management advice and general tutoring assistance.

Applicants should be experienced tutors or qualified teachers, approachable, discreet and responsible.

*Time Commitment:* Teaching Support Officers should be available throughout Summer School to provide assistance to tutors. This role can be combined with that of Subject Coordinator. Attendance at Tutor Camp (Friday 28 – Sunday 30 November) is compulsory.