Summer School 2016 Position Description

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Group Leader</th>
</tr>
</thead>
</table>
| Main duties and responsibilities | • Supervise students in your group (approx. 10) during the Day Program to ensure a safe environment for all students during activities.  
• Locate students and look after their wellbeing during the VCE Summer School Program.  
• Assist with the smooth running of all aspects of the Activities Program.  
• Attend Group Leader meetings throughout the VCE Summer School at 11am daily.  
• Be available for a possible Orientation event on Sunday January 10th.  
• Be first point of contact for students in your Group and encourage them to make the most out of their experience at Summer School.  
• Lead a team of students through various challenges and discussions. |
| Reporting                      | Directors                                                                   |

Responsibilities Common to all Roles

• Assist in ensuring that the program runs smoothly.  
• Be a mentor (both personally and academically) to the group of students assigned to you.  
• Ensure that students follow the rules of the program.  
• Help out in the event of an unforeseen emergency.  
• Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.  
• To have applied for and received the Working With Children Check by Summer School 2016, and signed the indemnity form indicating agreement with all terms and conditions stated.

Time Commitment

You need to be available at 11am every morning to meet with your group on campus.
You will need to be available to lead your group through activities over the course of the program, including orientation, trivia and the scavenger hunt.