

VCE Summer School 2022 Position Description

Group Leader Coordinator/s

Group Leader Coordinator/s are responsible for overseeing 50-60 Group Leaders, coordinating the efforts of the Group Leader Team. Coordinators will be expected to aid Directors in assigning Group Leaders to their groups, communicating and instructing them on their role and responsibility to deliver daily updates and relevant information to their group of students in a daily meeting, and leading their group in activities. The Coordinator/s should also aim to create a positive Summer School community for Group Leaders and their student groups. Applicants should be enthusiastic, committed to the program, and ideally should possess leadership experience.

Title	Group Leader Coordinator
Main duties and responsibilities	<ul style="list-style-type: none">• 1-2 Positions• Coordinate the efforts of the Group Leaders in the lead up to, and during the program• Organise and run training for Group Leaders before the program• Assist Group Leaders in the running of their daily 11am meeting• Communicate with Group Leaders throughout the program, ensuring they are informed and able to take their groups through various challenges and discussions as part of group leading and bonding sessions.• Assist with the smooth running of activities throughout the program where Group Leaders are involved• Attend the Welcome Ceremony on the first day of the program.• Communicate via text message with Group Leaders prior to the program to give them extra information and answer any questions prior to the program• Create a positive Group Leader Team experience and foster an inclusive and supportive team environment for Group Leaders
Reporting	Directors

Responsibilities Common to all Roles

- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.

- Follow sign-in procedure each day.
- Follow Program rules and procedures, including the UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Expectations, Social Media, Tutor Absence and Appropriate Conduct and Relations Policies.
- 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 2022 program.

Time Commitment

Training for this role will be provided in late November. Tutors with special roles are expected to attend Tutor Training Camp from 26/11-28/11.

During the program, the Group Leader Coordinators must be available each day of the program at 11am to assist group leaders with their daily meetings with their students. They must also attend 2-3 large events run by the Events Team during the program, Student Enrolment Day in the week prior to the program, and the Program Welcome Ceremony on the first day of the program.

Group Leader Coordinators will additionally be required to support Group Leaders by organising check ins during the program, and contributing ideas for daily meetings.