

VCE Summer School 2022 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 act as 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.

Title	Group Leader
Main duties and responsibilities	<ul style="list-style-type: none">• Care for the wellbeing of a group of 8-10 students• Encourage students to make the most of their VCE Summer School experience and to bond with and befriend their groups at-large.• Attend Group Leader meetings throughout the program at 11am daily• Collect and distribute the Zine to students in your group• Lead your group through various challenges and discussions as part of group leading and bonding sessions.• Lead your group through activities (including Trivia and Scavenger Hunt), often in conjunction with a second Group Leader and group• Assist with the smooth running of activities throughout the program.• Attend the Welcome Ceremony on the first day of the program.• Communicate via text message to students prior to Student Enrolment Day to give them extra information and answer any questions prior to the program• Work effectively as part of a Group Leader Team
Reporting	Group Leader Coordinators 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.