

VCE Summer School 2023 Position Description

Events Coordinator

The Events Coordinator directs and manages the Events Team to plan, organise and deliver non-academic events during the program. Duties will include overseeing the training, planning, organisation, set up, clean up and promotion of activities as well as generally promoting fun and a positive culture at VCESS. In addition to these requirements, the Coordinator/s are also responsible for the organisation and planning of training, delegation of roles within the team, and organising the Events Team to successfully carry out their roles during the program. Stronger applicants will have experience planning and facilitating events or an excellent understanding of the requirements of events at VCESS.

Title	Events Coordinator
Number of positions	1-2
Desirable Attributes	<ul style="list-style-type: none">• Creativity and improvisation skills• Organisation and reliability• Communication and collaboration skills
Skills Developed in this Role	<ul style="list-style-type: none">• Logistics planning, including risk assessments, expense tracking, event scheduling and venue management• Adaptability and time management• Volunteer and project management
Main duties and responsibilities	<p>In addition to the responsibilities of the Events Team role, the Events Coordinator is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none">• Engage in training run by the Directors before the program (about 3 hours over October to December).• With guidance from the Directors, organise a social event for tutors in October (eg. social trivia).• Organise and direct all activities of the Events team (about 20 hours over October to December).<ul style="list-style-type: none">o Explicitly delegate duties for events preparation in consultation with the team (by early December).o Plan and coordinate activities on Tutor Refresher Day (5 Jan) to finalise events and deliver a practice campus tour with other tutors.• Meet with the Directors to share plans and progress (at least 3 hours between October and January). <p>During the program:</p> <ul style="list-style-type: none">• Have overall responsibility for the running and management of the Events Team, including:

	<ul style="list-style-type: none"> o Campus tour activities o Major in-person program events (such as trivia, treasure hunts) and major online program events (such as trivia, virtual escape rooms) o Drop-in activities space o Tutor-led workshops • Notify the Directors of any risks or incidents that occur through program events. • Proactively liaise with the Group Leader and Zine teams to communicate with tutors and students. <ul style="list-style-type: none"> o With the Group Leader Coordinator, organise social debrief opportunities for tutors each afternoon. <p>After the program</p> <ul style="list-style-type: none"> • Attend a debrief meeting organised by the Directors to share reflections on the program and Events team (1 hour).
Reporting to	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 Code of Conduct.
- 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 2023 program.

Time Commitment

The Events Coordinator will organise team sessions in October and December, subject to team availability, and a team meeting with the Directors before the commencement of the program.

The pre-program time commitment for these responsibilities is expected to be up to 30 hours. In addition, this team will need to attend Tutor Refresher Day on 5 January.

The Events Team is required to attend for events duties for about 30 additional hours during the program. Team members will also be required to attend a debrief after major events, as organised by the Events Coordinator.