

VCE Summer School 2023 Position Description

Group Leader Coordinator/s

Group Leader Coordinator/s are responsible for overseeing a large team of Group Leaders in delivering daily updates and relevant information to an assigned group of students in a daily meeting and leading their group in activities. 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
Number of Positions	2
Desirable Attributes	<ul style="list-style-type: none">• Friendly, welcoming and enthusiastic• Organisation, adaptability and time management
Skills Developed in this Role	<ul style="list-style-type: none">• Communication and collaboration skills• Leadership and group coordination• Volunteer and project management
Main duties and responsibilities	<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 three social events for tutors (about 10 hours over October to December).• Meet with the Directors to share plans and progress (at least 3 hours between October and January).• Coordinate the activities of the Group Leaders at Tutor Refresher Day (5 Jan), including a campus tour run by the Events team. <p>During the program:</p> <ul style="list-style-type: none">• Have overall responsibility for the running and management of the Group Leaders, including:<ul style="list-style-type: none">o overseeing daily group meetings, including organising materials for mandatory activitieso managing tutor attendance for meetingso sending daily updates and activities suggestionso monitoring the Group Leader email inbox• Attend events as required to support the group leaders students.<ul style="list-style-type: none">o welcome ceremony and campus tour on 9 January

	<ul style="list-style-type: none"> o daily meetings before lunch o two major program events • Foster an inclusive and supportive environment for students and group leaders. • Organise debrief meetings for group leaders in both program weeks. • Proactively liaise with the Events and Zine teams to communicate with tutors and students. <ul style="list-style-type: none"> o With the Events Coordinator, organise social debrief opportunities for tutors each afternoon. • Notify the Directors of any risks or incidents that occur through group leader meetings and program events. <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

During the program, the Group Leader Coordinators must be available each day of the program for a morning daily meeting. They must also attend 2-3 large events run by the Events Team during the program and the Welcome Ceremony on the first day of the program. These duties will involve an additional 20 hours during 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.

