**VCE Summer School 2023 Position Description**

*Group Leader*

Group Leaders are responsible for delivering daily updates and relevant support 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 VCESS community. Applicants should be enthusiastic, committed to the program, and ideally should possess leadership experience.

| **Title** | Group Leader |
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| **Desirable Attributes** | * Friendly, welcoming and enthusiastic
* Caring of student social and support needs
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| **Skills Developed in this Role** | * Communication and collaboration skills
* Leadership and group coordination
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| **Main duties and responsibilities** | Before the program:* Attend Tutor Refresher Day (5 Jan), including attending a practice campus tour run by the Events team.

During the program:* Attend events as required to support your group of 8-10 students.
	+ welcome ceremony and campus tour on 9 January
	+ daily meetings before lunch
	+ two major program events
* Foster an inclusive and supportive environment for students and group leaders.
* Collect and distribute the Zine to students in your group.
* With support from the Group Leader coordinator and Events team, lead your group through various challenges and discussions as part of group leading and bonding sessions.
* Attend two debrief meetings as organised by the Coordinator.
* Assist with the smooth running of activities throughout the program.
* Work effectively as part of a Group Leader Team
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| **Reporting to** | 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 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 Leaders 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.