

VCE Summer School 2024 Role Description

Volunteer Events Tutor

The Events Team will plan, organise and deliver non-academic events during the program. Duties will include attending training, planning, organisation, set up and clean up of activities as well as generally promoting fun and a positive culture at VCESS. Applicants should be comfortable working in a team environment and have a proven track record of organisation and reliability.

This role must be held alongside the Subject Tutor role, as described in the Volunteer Subject Tutor Role Description.

Title	Volunteer Events Tutor
Number of positions	12-14
Desirable Attributes	<ul style="list-style-type: none"> • Adaptability • Creativity • Organised and reliable
Skills Developed in this Role	<ul style="list-style-type: none"> • Logistics planning, including risk assessments, expense tracking, event scheduling and venue management • Communication and collaboration • Adaptability and time management
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none"> • Attend and engage in training run by the Events Coordinators (around 5 hours between October-December) • Meet with Coordinators to plan program activities (around 5-10 hours over October-December), including: <ul style="list-style-type: none"> ○ 3 hours of icebreaker and evening activities for tutor training (held in December). ○ 4 hours of major in-person program events (such as trivia, Scavenger Hunt) ○ drop-in activities space • Attend Tutor Refresher Day (5 Jan) to finalise events and deliver a practice campus tour with other tutors. • With guidance from the Directors, maintain a safe and inclusive environment through event planning, including risk assessments and accessibility considerations. <p>During the program:</p> <ul style="list-style-type: none"> • Assist with activities being run by the Events Team, including attending for set up and pack up. This includes:

	<ul style="list-style-type: none"> ○ major in-person program events (such as trivia, scavenger hunt) ○ up to two on-program lunches (such as BBQs) ○ as rostered, the drop-in activities space ● Proactively plan and attend pre-event preparations as necessary. <ul style="list-style-type: none"> ○ Organise or create materials for events, including digital resources. ○ Recruit and brief other tutors to assist with events where necessary. ○ Ensure set up, delivery and pack down of events is smooth and undisruptive. ● Organise special dress days for tutors (such as pink Wednesday and formal Friday). ● Work effectively and collaboratively in and outside the Events Team. <ul style="list-style-type: none"> ○ Communicate events information to students and tutors, particularly other special roles teams. ○ Track and report spending, keeping to a budget determined by the Directors. ○ Promote fun and inclusivity throughout the program.
Reporting to	Events Coordinators Directors

Time Commitment

Attend training and planning meetings organised by the Events Coordinators throughout October to December, subject to team availability, and a team meeting with the Directors before the commencement of the program. If in this role you will also need to attend the Tutor Refresher Day on 5 January. The pre-program time commitment is estimated to be up to 15 hours.

The Events Team is also required to attend for planned events on program and additional duties like the activities space for approximately 20 hours additional hours during the program. Team members are also required to attend a debrief after major events, as organised by the Events Coordinators.

Volunteering in this role addresses educational disadvantage and empowers University students by building interpersonal and professional skills. The VCESS program develops volunteer confidence and expertise, fosters positive and constructive partnerships, and increases UMSU visibility and recognition, which contributes to UMSU's Strategic Goals.

Benefits Common to all Roles

- Opportunity to support younger students experiencing educational disadvantage.
- Training in teaching strategies, inclusion and child safety.
- Development of communication, collaboration and time management skills.
- Access to VCESS social activities, before and during program.
- Experience working with diverse people and new connections with participants.

Responsibilities Common to all Roles

All volunteers fulfil the responsibilities of a VCESS Subject Tutor alongside any other roles, as per the Volunteer Subject Tutor Role Description. Additionally, they must:

Engage positively and appropriately with students, including:

- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- 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 program.

Prepare adequately for program commitments, including:

- Complete any required training for your roles, including compulsory tutor training in December, or organise an alternative with Program Directors.
- Notify the Program Directors of any changes to your availability to volunteer.
- Notify the Program Directors of any changes to personal circumstances which may impact your ability to perform the role safely.

Follow program rules and procedures, including:

- The UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Code of Conduct.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.