

VCE Summer School 2024 Role Description

Volunteer Group Leader

Group Leaders are responsible for delivering daily updates and relevant information to an assigned group of students in daily meetings 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 have leadership experience.

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

Title	Volunteer Group Leader
Number of positions	30–35
Desirable Attributes	<ul style="list-style-type: none"> • Friendly, welcoming and enthusiastic • Caring of student social and support needs
Skills Developed in this Role	<ul style="list-style-type: none"> • Communication and collaboration skills • Leadership and group coordination
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none"> • Attend training on Tutor Refresher Day (5 January), including attending a practice campus tour. • Attend Student Enrolment Day (6 January), to meet students from allocated group. <p>During the program:</p> <ul style="list-style-type: none"> • Attend events as required to support your group of 10–12 students. <ul style="list-style-type: none"> ○ Welcome ceremony and campus tour (8 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 student group. • With support from the Group Leader Coordinators and Events team, lead your group through various challenges and discussions in group sessions. • Attend two debrief meetings as organised by the Coordinators. • Work effectively as part of a Group Leader team.
Reporting to	Directors Group Leader Coordinators

Time Commitment

Before the program, Group Leaders must attend training and meet with their students on set days in January. During the program, the Group Leaders must be available each weekday of the program for a daily meeting with their students. 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 5 hours before the program and 15 hours during the program.

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.