

VCE Summer School 2024 Role Description

Volunteer Group Pod Leader

Pod Leaders provide support to peer Group Leaders who deliver daily updates and relevant information to an assigned group of students and lead their group in activities. With support from the Group Leader Coordinators, they coordinate and provide information to others within their pod of about 75 students. Applicants should be enthusiastic, committed to the program, and ideally possess leadership experience.

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

Title	Volunteer Group Pod Leader
Number of positions	4
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>In addition to the responsibilities of the Group Leader role, the Pod Leader is required to:</p> <p>During the program:</p> <ul style="list-style-type: none">• Liaise with Group Leader Coordinators to support the management of the Group Leader team.• Support groups within their pod at daily meetings, adapting to activity or attendance changes.• Ensure Group Leaders and students are reminded of key updates and responsibilities.
Reporting to	Directors Group Leader Coordinators

Time Commitment

There is no additional time commitment expected beyond the Group Leader role. These duties will involve an additional 5 hours before the program and 15 hours during the program. More information is available in the Volunteer Group Leader Role Description.

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.