

VCE Summer School 2024 Role Description

Volunteer Residential Coordinator

Applicants must be confident leaders with the capacity to respond effectively in high-pressure situations. We are seeking a dedicated, compassionate applicant with effective problem-solving skills. Experience organising a similar residential program or camp is highly desirable. Duties of this role also include running extra activities after the day program and helping our residential students with the unique challenges they face from being rural or regional student (e.g. homesickness). This role requires high availability from the 7-19 January.

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

Title	Volunteer Residential Coordinator
Number of positions	1-2
Desirable Attributes	<ul style="list-style-type: none"> • Friendly, welcoming and enthusiastic • Trustworthy and responsible • Excellent communication and conflict resolution skills
Skills Developed in this Role	<ul style="list-style-type: none"> • Management of welfare situations, including crisis response, referrals, and confidentiality requirements • Leadership and group coordination • Volunteer and project management
Main duties and responsibilities	<p>In addition to the responsibilities of the Residential Team role, the Residential Coordinator is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none"> • Engage in training run by the Directors before the program (around 3 hours over October to December) • Lead and oversee planning of all Residential Program activities • Attend mental wellbeing and bystander support training (about 10 hours) • Organise and conduct training and planning sessions for Residential Tutors (around 10-15 hours over October to January) <ul style="list-style-type: none"> ○ Organise a Planning Day (5 January) to finalise activities • Meet with the Directors to share plans and progress (at least 3 hours between October and January) <p>During the program:</p> <ul style="list-style-type: none"> • Have overall responsibility for the running and management of the Residential Team

	<ul style="list-style-type: none"> • Facilitate a positive, cooperative and productive environment among the Residential Team throughout the program • Liaise with Directors to manage a range of logistics and administrative tasks • Notify the Directors of any risks or incidents that occur through program events <ul style="list-style-type: none"> ○ Escalate concerns about student welfare to Directors as appropriate • Effectively communicate information to the Residential Team, including daily morning briefings and debriefs as necessary • Ensure all Residential Tutors conduct all activities and behaviour in an appropriate manner, ensuring child-safe practices at all times • Attend Residential debriefs at the end of each evening and stay at one of the University of Melbourne Colleges throughout the program <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 (2 hours)
Reporting to	Directors

Time Commitment

Prior to the program you will be required to organise multiple meetings/training sessions with the rest of the Residential team and Coordinators/Directors to plan and prepare for the Residential Program. This includes but is not limited to a full preparation day on Saturday, 6 January. This is estimated to be up to 20 hours prior to the program.

The Residential Team is also required to stay on campus at one of the University of Melbourne colleges for duration of the Program. You will need to be available at all times throughout the Program, day and night. Breaks from duties will be allocated in discussion with the team and Directors, and you must remain contactable should an emergency arise.

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.