

## VCE Summer School 2024 Role Description

### *Volunteer Welfare Coordinator*

Welfare Coordinators direct and manage the Welfare Team to ensure the wellbeing of both students and tutors during the program, with a particular focus on mental wellbeing. They are responsible for facilitating an inclusive, supportive and safe environment for all VCESS participants. This includes ensuring the program is accessible and appropriate for those of different genders, sexualities, abilities, ethnicities, cultures and social backgrounds, and overseeing the activities of the autonomous Diversity Representatives within the Welfare Team. The Welfare Coordinators also liaise with the Residential Coordinator and Directors to address serious welfare concerns of tutors and students.

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

<b>Title</b>	Volunteer Welfare Coordinator
<b>Number of positions</b>	1-2
<b>Desirable Attributes</b>	<ul style="list-style-type: none"> <li>• Empathy and awareness of wellbeing issues</li> <li>• Ability to stay calm under pressure</li> <li>• Well-developed interpersonal skills</li> </ul>
<b>Skills Developed in this Role</b>	<ul style="list-style-type: none"> <li>• Communication and collaboration skills</li> <li>• Mental wellbeing and child safety training</li> <li>• Volunteer and project management</li> </ul>
<b>Main duties and responsibilities</b>	<p>In addition to the responsibilities of the Welfare Tutor role the Welfare Coordinator is required to:</p> <p>Before the program:</p> <ul style="list-style-type: none"> <li>• Engage in training run by the Directors before the program (about 3 hours over October to December).</li> <li>• Meet with the Directors to share plans and progress (at least 3 hours between October and January).</li> <li>• Attend mental wellbeing and bystander support training (about 10 hours).</li> <li>• Organise all training and planning activities of the Welfare team, including rostering (about 10 hours).</li> <li>• Develop brief Welfare segments for tutor training.</li> </ul> <p>During the program:</p> <ul style="list-style-type: none"> <li>• Have overall responsibility for the running and management of the Welfare Team, including:             <ul style="list-style-type: none"> <li>o Welfare Space rostering and maintenance</li> <li>o Outreach and “vibe checks”</li> <li>o Daily debriefs and reporting of incidents</li> <li>o Autonomous events run by Diversity Representatives</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Cultivate a list of relevant external resources and keep this list accessible to Welfare Officers, tutors and students.</li> <li>• Proactively liaise with the Residential and Group Leader teams to communicate with tutors and students.</li> <li>• Notify the Directors of any wellbeing risks or incidents that occur on program, including discrimination and child safety issues.</li> </ul> <p>After the program:</p> <ul style="list-style-type: none"> <li>• Attend a debrief meeting organised by the Directors to share reflections on the program (2 hours).</li> </ul>
<b>Reporting to</b>	Directors

**Time Commitment**

The Welfare Coordinators will be required to organise Welfare training and planning sessions before the program, and attend external training organised by the Directors. Training will be held between October and December depending on team availability. These duties will involve up to 20 additional hours before the program.

The Welfare Space will need to operate during program hours from 9:00am - 5:00pm each day—it is vital that this space is always occupied by a Welfare Tutors as students and tutors visit this space when they require assistance. Welfare Tutors will be rostered on to ensure this space is always occupied by at least two Welfare Tutors, and be required to debrief at the conclusion of each day, as organised by the Welfare Coordinators. These duties will involve an additional 40 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.