

VCE Summer School 2024 Role Description

Volunteer Welfare Tutor

The Welfare Team ensures 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. The Welfare Team is also responsible for ongoing mediation of student and tutor grievances. Selected candidates for this role must adhere to privacy and confidentiality guidelines.

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

Title	Volunteer Welfare Tutor
Number of positions	12-15, including Autonomous Representatives
Desirable Attributes	<ul style="list-style-type: none"> • Empathy and awareness of wellbeing issues • Ability to stay calm under pressure • Well-developed interpersonal skills
Skills Developed in this Role	<ul style="list-style-type: none"> • Communication and collaboration skills • Mental wellbeing and child safety training • Management of welfare situations, including crisis response, referrals, and confidentiality requirements
Main duties and responsibilities	<p>Before the program:</p> <ul style="list-style-type: none"> • Attend mental wellbeing and bystander support training (about 10 hours). • Attend a training/planning session with the Welfare team (about 5 hours). <p>During the program:</p> <ul style="list-style-type: none"> • Monitor wellbeing and support on program. <ul style="list-style-type: none"> o Maintain the Welfare Space, a safe space for students experiencing emotional, personal or social issues to access during the program. o Conduct Welfare outreach, including “vibe checks” on classrooms as required by the Directors and Coordinator. o Assist in resolving problems directly relating to VCESS, such as inter-student conflicts, student-tutor relationship problems, and stress management issues for tutors. • Promote and refer to external wellbeing resources. <ul style="list-style-type: none"> o Provide support and recommend resources to students and tutors experiencing emotional

	<p>distress as a consequence of events both on the program and outside of the program.</p> <ul style="list-style-type: none"> o Be a point of reference for both students and tutors, providing information regarding relevant mental health services and resources of assistance both within the university and the wider community. <ul style="list-style-type: none"> • Promote an inclusive environment for all program participants. <ul style="list-style-type: none"> o Actively discourage discrimination, harassment and bullying of any kind, including homophobia, transphobia, racism and sexual harassment. o Delegate and consult with Queer Representative, People of Colour Representative, and Disability and Access Representative on relevant issues. • Assist the Residential team as required. <ul style="list-style-type: none"> o Attend the Residential Program at times requested by the Residential Coordinators to assist with Residential Activities and to monitor the wellbeing of Residential Students. o Consult with an assigned Residential Tutor regarding their wellbeing on the program as part of the 'Resi-Fare' initiative.
Reporting to	Directors Welfare Coordinators

Time Commitment

The Welfare Team will be required to attend Welfare training and planning sessions before the program, including external training. Training will be held between October and December depending on team availability. These duties will involve up to 15 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 required by the Welfare Coordinators. Welfare Tutors may be asked to attend the Residential Program on some evenings by the Residential Coordinators, although attendance is not compulsory. 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.