Summer School 2017 Position Description
Activities Team

The Activities Team consists of people who will organise and run activities and workshops during the program. Duties will include planning, organisation, set up, clean up and promotion of activities as well as generally promoting fun and good vibes at VCESS. Applicants should be comfortable working in a team environment.

<table>
<thead>
<tr>
<th>Title</th>
<th>Activities Team</th>
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<tbody>
<tr>
<td>Number of positions</td>
<td>5-8</td>
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Main duties and responsibilities

- Organise an activity for tutors to participate in at tutor camp
- Ensure that VCESS students have fun
- Design large scale activities (including Trivia, Group Meeting activities, Treasure Hunt etc.) to reflect the vision of Summer School 2017.
- Assist proactively with ALL activities and ensure that all transitions in and out of activities are smooth and undisruptive, especially for off-campus travel.
- Work cooperatively with the Activities Team in decision making and attend Activities Meetings as deemed appropriate by the Activities Coordinator.
- Create materials required for the smooth-running of all activities, including risk assessments.
- Be a point of contact for all students and tutors enquiring about the activities.
- Run the program’s BBQs and other food related events. Where these coincide with other activities, allocate Activities team members to be present across both events.
- Communicate activities-related information to students and tutors (particularly through the Zine).

Reporting

Activities Coordinator and Directors

Responsibilities Common to all Roles

- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to the group of students assigned to you.
- Ensure that students follow the rules of the program.
- Help out in the event of an unforeseen emergency.
- Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.
- To have applied for and received the Working With Children Check by Summer School 2017, and signed the indemnity form indicating agreement with all terms and conditions stated.

Time Commitment
You will be required to help organise and prepare for the Activities you plan to run. Your role in this will be delegated to you by the Activities Coordinator but expect to put in 10-20 hours of work before the program or as necessary to achieve goals. You will need to be present at all of the activities you help organise (at least 15 hours over the 2 weeks running events).

You will be required to attend tutor camp 2nd – 4th December, 2016.