

## VCE Summer School 2021 Position Description

### *Events Team Coordinator*

The Events Team Coordinator/s will organise the Events Team to successfully run events and barbeques during the program. Duties will include those stated in the Events Team Position Description as being necessary to an Events Team member. In addition to these requirements, the Coordinator/s are also responsible for the organisation and planning of training, delegation of roles within the team, and organising the Events Team to successfully carry out their roles and events during the program, with the help of directors. Applicants should be comfortable working, and leading, in a team environment and should have a proven track record of organisation and reliability.

<b>Title</b>	Events Team Coordinator
<b>Number of positions</b>	1-2
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead and work cooperatively with the Team in decision making and plan Events Team Meetings</li> <li>• Lead in the organisation of activities for tutors to participate in at tutor camp</li> <li>• Coordinate the design of an Events schedule which creates a culture of fun and inclusivity within the student cohort.</li> <li>• Coordinate the design of large scale events (which may include but are not limited to Trivia, Group Meeting activities, Treasure Hunts etc.) which allow up to 500 students to be involved.</li> <li>• Coordinate the planning and delivery of ALL activities and events, ensuring that all transitions in and out of events are smooth and undisruptive, including the set up and pack up of each event.</li> <li>• Coordinate the creation of materials required for the smooth-running of all activities and events, including (where necessary) risk assessments created with and approved by the Director Team.</li> <li>• Organise a team which can be a point of contact for all students and tutors enquiring about the activities and events.</li> <li>• Coordinate the successful running of the program's BBQs and other food related events. Ensuring that where these coincide with other activities, Events Team members are present across both events.</li> <li>• Communicate activities-related information to students and tutors (particularly through the Zine).</li> <li>• Establish and maintain the Activities Space, as a casual leisure space for program participants during the</li> </ul>

	<p>program, and establish methods of student ownership and leadership of the Space</p> <ul style="list-style-type: none"> <li>Track and report spending, keeping to a budget determined by the Directors.</li> </ul>
<b>Reporting</b>	Directors

### Responsibilities Common to all Roles

- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Follow sign-in procedure each day.
- Follow Program rules and procedures, including the UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Expectations, Social Media, Tutor Absence and Appropriate Conduct and Relations Policies.
- 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 2021 program.

### Time Commitment

You will be required to coordinate the planning, organising and preparation of all events, working with the Events Team delegate and oversee the planning of events. You will be additionally required to work with the Director Team to organise Training and Planning sessions to prepare for the program, meeting with the Team regularly prior to the program, as specified in the training session dates below. Your pre-program time commitment for these responsibilities is expected to be up to 30 hours.

You will be required to attend all events run on the program, including barbecues and the required set up and pack up of each event.. This commitment also includes the debriefing of tutors or group leaders involved in activities. You will also be required to run team debriefs throughout the program. Your program time commitment for these responsibilities is expected to be approximately 30 hours during the program.

You will be required to help with the organisation and running of three Events Team training sessions in preparation for VCESS, as well as an initial meeting with the Director Team, with these dates subject to change, but currently scheduled to occur in the weeks of:

- The 28th of September

- The 12<sup>th</sup> of October
- The 30<sup>th</sup> of November
- The 14<sup>th</sup> of December