

## VCE Summer School 2021 Position Description

### *Events Team*

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| <b>Title</b>                            | Events Team   |
| <b>Number of positions</b>              | 8-10  |
| <b>Main duties and responsibilities</b> | <ul style="list-style-type: none"> <li>• Work cooperatively with the Team in decision making and attend Events Team Meetings as deemed appropriate by the Events Coordinator.</li> <li>• Organise activities for tutors to participate in at tutor camp</li> <li>• Design an Events schedule which creates a culture of fun and inclusivity within the student cohort.</li> <li>• Design 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>• Proactively plan and deliver ALL activities and events, and ensure that all transitions in and out of events are smooth and undisruptive, including the set up and pack up of each event.</li> <li>• Create 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>• Be a point of contact for all students and tutors enquiring about the activities and events.</li> <li>• Run the program's BBQs and other food related events. Where these coincide with other activities, allocate Events Team members to be 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 program, and establish methods of student ownership and leadership of the Space</li> <li>• Track and report spending, keeping to a budget determined by the Directors.</li> </ul> |
| <b>Reporting</b>                        | Events Team Coordinator<br>Directors  |

The Events Team consists of eight to ten people who will organise and run events and barbeques during the program. Duties will include attending training, planning, organisation, set up, clean up and promotion of activities as well as generally promoting fun and a positive culture at VCESS. Applicants should be comfortable working in a team environment and have a proven track record of organisation and reliability.

### **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 2020 program.**

### **Time Commitment**

You will be required to assist in planning, organising and preparing all events in conjunction with the Events Team, and to deliver in specific roles as delegated and directed by the Events Coordinator and Team. You will be additionally required to attend Training and Planning sessions run by the Events Team Coordinator/s and Directors to prepare for the program. You will also be expected to meet with the Team regularly prior to the program. Your pre-program time commitment for these responsibilities is expected to be up to 15 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 may also be required to attend team debriefs as required by the Events Coordinator 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 attend three Events Team training sessions in preparation for VCESS, with these dates subject to change, but currently scheduled to occur in the weeks of:

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

*Events Team: Coordinator*

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|---|---|
| <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 program, and establish methods of student ownership and leadership of the Space</li> <li>• Track and report spending, keeping to a budget determined by the Directors.</li> </ul> |
| <b>Reporting</b>                        | Directors   |

The Events Team Coordinator/s will organise the Events Team to successfully run events and barbeques during the program. Duties will include those stated above 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.

## **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 Tema, 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