

VCE Summer School 2021 Position Description

Group Leader

Group Leaders are responsible for delivering daily updates and relevant information to an assigned group of students in a daily meeting and leading their group in activities. They act as a key contact point for students during the program and are crucial to developing an enthusiastic, positive Summer School community. Applicants should be enthusiastic, committed to the program, and ideally should possess leadership experience.

Title	Group Leader
Main duties and responsibilities	<ul style="list-style-type: none">• Care for the wellbeing of a group of 8-10 students• Encourage students to make the most of their VCE Summer School experience and to bond with and befriend their groups at-large.• Attend Group Leader meetings throughout the program at 11am daily• Collect and distribute the Zine to students in your group• Lead your group through various challenges and discussions as part of group leading and bonding sessions.• Lead your group through activities (including Trivia and Scavenger Hunt), often in conjunction with a second Group Leader and group• Assist with the smooth running of activities throughout the program.• Attend the Welcome Ceremony on the 11th of January• Communicate via text message to students prior to Student Enrolment Day to give them extra information and answer any questions prior to the program• Work effectively as part of a Group Leader Team
Reporting	Group Leader Coordinators 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 must attend:

1. Student Enrolment Day the week prior to the program to meet your group
2. Program Welcome Ceremony (11th of January) to provide students with a tour of campus.

You are additionally required to meet with your group of students at 11am every day and must be available to lead your group through activities over the course of the program (N.B. this information will be provided to you closer to the program).