

VCE Summer School 2020 Position Description

Operations Team

The Operations Team are responsible for assisting with the logistics and administration of Summer School. Duties will include ensuring that spaces are maintained, equipment for activities and workshops is secured, and that classes are running according to the timetable. This role requires highly developed organisational and problem-solving skills, a high level of dedication, and the ability to work under pressure in a team environment.

Title	Operations Team Member
Number of positions	5-6
Main duties and responsibilities	<ul style="list-style-type: none"> • Act as the first point of call for all enquiries, problem-solving or referring as required. • Run and staff an information/help desk on Level 2 of Union House to assist with student enquiries, facilitate one on one Focus tutoring, and other tasks as required. • Monitor tutor attendance and manage unscheduled absences, verifying that all classes are running in their correct rooms and have their tutors present. • Coordinate Student Enrolment Day (3rd January) and distribute materials to students and tutors • Distribute materials as required for tutors and students eg. timetables, subject booklets, tutor-requested printing, zines. • Problem-solve any administrative problems with timetabling • Establish and maintain a common area on Level 2 of Union House for students, including: creating signs, notice boards, set up and clean up etc. • Assist elsewhere with the smooth running of Summer School as required. • Be proactive in coordinating with and assisting other teams who are running events to ensure they have all materials, space and volunteers needed for the successful completion of tasks. • Work effectively and collaboratively as part of an Operations Team
Reporting	Operations Coordinator 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

The Operations Team is required to attend every day of the 2 week Program from 8:30am-4.00pm as well as Student Enrolment Day on the 8th of January from 9:30am-5.00pm.

The Ops team will be required to attend training sessions as follows, in addition to meeting with the Directors before the commencement of the program

- week of 19th of October
- week of 14th of December