

VCE Summer School 2021 Position Description

Residential Coordinator

Applicants must be confident leaders with the capacity to respond effectively in high-pressure situations. We are seeking a dedicated, compassionate applicant with effective problem-solving skills, the selection of which will be based on academic achievement, extra-curricular involvement and interviews. Experience organising a similar residential program or camp is highly desirable.

Title	Residential Coordinator
Number of positions	1
Main duties and responsibilities	<ul style="list-style-type: none">• Maintain responsibility for the organisation and execution of the Residential Program.• Provide care and support for the Residential Students and Tutors.• Liaise with Directors to manage a range of logistical and administrative tasks.• Organise and conduct meetings with the Residential Team leading up to the program, including Planning Day on the Saturday 4th of January.• Facilitate a positive, cooperative and productive environment among the Residential Team throughout the program.• Effectively communicate necessary information to the Residential Team, including daily information for morning Residential Program debriefs.• Lead and oversee planning of all Residential Program activities.• Ensure all Residential Tutors conduct all activities and behaviour in an appropriate manner, ensuring child-safe practices at all times.• Escalate concerns about student welfare to Directors as appropriate.• Attend Residential meetings at the end of each evening and stay at St. Hilda's College throughout the Program.
Reporting to	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 2020 program.

Residential Program Information

Introduction

- Summer School was established in 1971, and in 2021 is 50 years old.
- Part of the University of Melbourne Student Union and supported by the University of Melbourne.
- Aims to provide students from disadvantaged backgrounds a head start to their VCE years and to encourage them to consider tertiary education as an option.
- VCESS 2020 runs from **11th - 22nd January**.
- Residential Program dates: **10th - 15th January**, resumes **17th - 22nd January 2020**. Tutors will be required to stay at the college on either Friday 10th or Saturday 11th.
- **St. Hilda's College** is hosting the Residential Program this year. More information about St. Hilda's is available on their website.
- The Residential Program is designed so that it does not clash with the Academic Program. You will therefore be teaching your class during the day, and running residential activities at night.

What is the Residential Program?

- The Residential Program is the boarding component of Summer School. It is an experience in itself for the students and commences at 4.15pm after the day program finishes.
- It allows students who live too far away from Parkville to participate in the Summer School program and also allows those interested in college life to get a taste of what it is like.
- The aim of the Residential Program is for the students to experience living independently at a university college in a fun, supportive and supervised environment.

Demographics

- You will be engaging with VCE students, the majority of whom are 16 or 17 years of age. Students who are 18 or over are still considered as minors for all Summer School related matters. Students on the Residential Program are from a rural or regional background, and the unique challenges these students may face on the program (ie. homesickness) must be actively considered by Residential Tutors at all times.

Time Commitments

- Tutors will be required to stay on campus at St. Hilda's College for the duration of the Program.
- You are required to be available at all times throughout the Program, day and night.
- You and/or your team will be rostered onto specific tasks for the day – it is your responsibility to ensure that they are accomplished.
- The Residential Coordinator needs to know where you are at all times. If you are not participating in the Day Program, please ensure that you remain contactable should an emergency arise.
- Mental Health First Aid Training will be available to all residential tutors – please contact us to take advantage of this.
- The Residential Program requires planning and preparation prior to the program and you will therefore be required to attend meetings and training as determined by the Residential Coordinator/Directors. This includes but is not limited to a full preparation day Saturday 9th of January.