

Volunteer with VCE Summer Tutoring



VCE Summer Tutoring is a not-for-profit charity that delivers a two-week program in January 2026, designed to support high school students from disadvantaged backgrounds to prepare for their VCE years.

The program is facilitated by volunteer university students and attended by senior high school students aged 16-18 years. Day Program activities are intended to take place in the Melbourne metropolitan area, with venues yet to be confirmed.

A Residential Program may run alongside the Day Program, with venues to be confirmed. This provides accommodation for students who may experience difficulties in attending the program due to the cost of travel.

This role must be held alongside the Volunteer Academic Tutor role.

Role Title	Communications Officer
Purpose	Foster social cohesion and new connections among high school students and volunteers through producing informative, engaging program publications, and facilitating opportunities for creative expression.
Time Commitment	Minimum of 26 hours between 13 October, 2025 and 31 January, 2026, including: • 3 hours planning on-program publications production led by the Specialist Role Coordinators. • 3 hours on Tutor Refresher Day 3 January, 2026. • 20 hours a week during the program 5-16 January, 2026.
Location	The 2026 program is planned to take place in the Melbourne metropolitan area, with venues to be confirmed. Some planning and training may occur either in-person or online.
Key Responsibilities	Volunteers are required to follow all relevant policies, including engaging appropriately with students, preparing adequately for program commitments, and following program rules and procedures. Before the program:

	• Attend meetings to prepare program activities and communicate in a timely manner with team members and Specialist Role Coordinators • Engage in pre-program training in role responsibilities delivered by the Specialist Role Coordinators • Begin planning content for the daily program publication and strategies to encourage submissions from participants • Devise a “pre-Zine” publication to be distributed to families before the program During the program: • Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them • Produce daily program publications containing key program information and creative contributions from participants • Attend events and activities to take photos and record student and tutor experiences on program for promotional and content creation purposes • Devise and implement student engagement initiatives and timely communicate progress with other team members in meetings and daily debriefs • Produce an end-of-program yearbook-style publication with Program Directors to celebrate and commemorate the program
Training & Support	Communications Officers are required to undertake training in performing the key responsibilities prior to the commencement of the program. Ongoing support will be available throughout the program.
Key Benefits	• Communication, teamwork and time management skills • Mentorship, editing and feedback experience for creatives • Experience in marketing, content curation and production
Eligibility and Selection Criteria	Volunteers are required to hold a valid Working with Children Check (WWCC) and have completed six months of tertiary study, or have previous experience with the program, before commencing their roles. This role must be held alongside the Volunteer Academic Tutor role. As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria. Other desirable attributes: • Interest in media, writing and the arts • Organisation, adaptability and time management • Familiarity with Canva and social media sites, such as Facebook, Instagram, or TikTok

Supervisor	Program Directors Communications Coordinators
Inclusion and Safety	Commitment to Child Safety: We are committed to providing a child safe and child friendly environment, where children and young people with whom we have contact are safe and feel safe, and are able to actively participate in decisions that affect their lives. The Child Safety and Wellbeing Policy and Tutor Code of Conduct applies to all volunteers engaged by the VCE Summer Tutoring. Our Child Safety and Wellbeing Policy and relevant documents are available on our website: https://vcesummertutoring.au/.
Review Dates	Effective 28 July, 2025. Review due 1 December, 2026.