

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	Residential Officer (Resi)
Purpose	Provide direct supervision and support to students on a residential program, available to regional and rural students, to help address systemic barriers to education such as distance and location.
Time Commitment	Minimum of 80 hours between 13 October, 2025 and 31 January, 2026, including: • 3 hours planning residential on-program activities led by the Specialist Role Coordinators. • 3 hours on Tutor Refresher Day 3 January, 2026. • 5 hours on Student Enrolment Day 4 January, 2025. • Required to stay at a venue throughout the entire program from 5 to 16 January, 2026, excluding weekends.
Location	The 2026 Residential 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 the Specialist Role Coordinators • Engage in pre-program training in role responsibilities delivered by the Specialist Coordinator • Attend the Tutor Refresher Day to finalise events preparation and training • Attend mental wellbeing and bystander support training During the program: • Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them • Lead and mentor a group of 8-11 students on the Residential Program • Ensure the smooth running of all aspects of the Residential Program and organise daily activities with a group of students, including accompanying students to and from the main venue • Be present and available throughout the entirety of the Residential Program including Residential Team debriefs each evening at the end of each day • Supervise and care for the wellbeing of all students during the Residential Program • Stay at the Residential Program venue throughout the entire program excluding the weekend
Training & Support	Residential 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	• Adaptability and improvisation skills • Development of managerial and interpersonal skills in situations, including crisis response, referrals, and confidentiality requirements • Leadership and group coordination • Opportunity to support young people from rural and regional backgrounds, and facilitate a positive experience on the program

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: • Friendly, welcoming and enthusiastic • Trustworthy and responsible • Excellent communication and conflict resolution skills • Experience in similar residential/camp leader role
Supervisor	Program Directors Residential 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.