

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	Subject Coordinator
Purpose	Develop subject-specific learning resources, including a subject booklet for tutors and students to use during the program, to facilitate an engaging learning environment on program.
Time Commitment	Minimum of 10 hours between 15 September, 2025 and 31 January, 2026, including: • 5 to 15 hours developing the subject booklet during September and October, 2025. • 2 hours on Tutor Refresher Day 3 January, 2026. • Be available 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: • Engage in pre-program training in role responsibilities

	• Develop a subject booklet covering curriculum, activities and exam tips • Communicate promptly with Program Directors • Attend Tutor Refresher Day to meet with other subject tutors and discuss content delivery During the program: • Develop resource of useful information for current and future subject tutors • Ensure subject booklet remains up-to-date and accessible to Program Directors and Teaching Support Officers
Training & Support	Subject Coordinators are required to undertake training in performing the key responsibilities prior to the production of the subject booklet and the commencement of the program. Ongoing support will be available throughout the program.
Key Benefits	• Opportunity to develop communication, collaboration and project management skills • Opportunity to explore accessibility strategies for written material and academic resource development • Ownership in creating subject booklet(s) that support peers and students to deepen subject knowledge and engagement
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: • Knowledge of VCE structure and terminology • Knowledge of the relevant subject curriculum, including subject structure, content, intended learning outcomes and assessment • Organisation, reliability and deadline management skills
Supervisor	Program Directors Teaching Support Officers
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.