



Volunteer with VCE Summer Tutoring

VCE Summer Tutoring is a non-profit organising a two-week program in January 2025, 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 to be confirmed.

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 40 hours between 1 December, 2024 and 31 January, 2025, including: <ul style="list-style-type: none"> • 3 hours on Tutor Refresher Day 4 January, 2025. • 15 hours a week during the program 6-17 January, 2025.
Location	The 2025 program is planned to take place in the Melbourne metropolitan area, with venues to be confirmed. Some planning and training may occur online.
Key Responsibilities	<p>Volunteers are required to follow all relevant policies, including engaging appropriately with students, preparing adequately for program commitments, and following program rules and procedures.</p> <p>Before the program:</p> <ul style="list-style-type: none"> • Attend meetings to prepare program activities and communicate in a timely manner with team members • Engage in pre-program training in role responsibilities delivered by the Specialist Role Coordinator • 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 <p>During the program:</p> <ul style="list-style-type: none"> • Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them



	<ul style="list-style-type: none"> • Produce program publications containing key program information and creative contributions from participants • Attend events and activities to take photos and record student experience from participants • Devise and implement student engagement initiatives • Produce an end-of-program yearbook-style publication with Program Managers to celebrate and commemorate the program
Training	<p>Communications Officers are required to undertake training in performing the key responsibilities prior to the commencement of the program.</p> <p>Ongoing support will be available throughout the program.</p>
Key Benefits	<ul style="list-style-type: none"> • Communication, teamwork and time management skills • Mentorship, editing and feedback experience for creatives • Experience in marketing, content curation and production
Eligibility and Selection Criteria	<p>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.</p> <p>As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria.</p> <p>Other desirable attributes:</p> <ul style="list-style-type: none"> • Interest in media, writing and the arts • Organisation, adaptability and time management • Familiarity with design software such as Microsoft Publisher or Canva
Supervisor	<p>Program Managers Communications Coordinators</p>
Inclusion and Safety	<p>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.</p> <p>The Child Safety and Wellbeing Policy and Tutor Code of Conduct applies to all volunteers engaged by the VCE Summer Tutoring.</p> <p>Our Child Safety and Wellbeing Policy and relevant documents are available on our website: https://vcesummertutoring.au/.</p>



Review Dates	Effective 26 August, 2024. Review due 1 December, 2025.
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