

# Volunteer with VCE Summer Tutoring

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**VCE Summer Tutoring** is a registered 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. Primary activities will be at or near a university campus in the Melbourne metropolitan area.

This role must be held alongside the Volunteer Academic Tutor role. Current tertiary students and/or those with a strong connection to the VCE Summer Tutoring program are highly encouraged to apply.

Role Title	Program Director
Purpose	Co-deliver and facilitate the VCE Summer Tutoring program as part of a leadership team, with a key overall focus in supporting high school students from disadvantaged backgrounds.
Time Commitment	<p>There is some flexibility in the time commitment based on the preferences of role holders. Overall, this role has varying needs of availability throughout the year, including:</p> <ul style="list-style-type: none"><li>• 10-15 hours per week time commitment, including weekly Program Director team meetings</li><li>• one or more intensive tutor interview periods</li><li>• 3-5 days of tutor training in November and December</li><li>• significant time across the team (shared 60 hours weekly across 3–5 Program Directors) throughout November, December and January</li></ul>

<b>Time frame</b>	12-month term, with the option to extend via renomination for future program cycles.
<b>Location</b>	Primary activities will be at or near a university campus in the Melbourne metropolitan area. Planning, training and program activities often occur online but this is ultimately a preference made by the Director team.
<b>Key Responsibilities</b>	<p>Program Directors are required to follow all relevant policies, including engaging appropriately with students, preparing adequately for program commitments, and following program rules and procedures. Before and during the program:</p> <ol style="list-style-type: none"> <li>1. Attend regular meetings with fellow Program Directors</li> <li>2. Plan and facilitate the VCE Summer Tutoring program</li> <li>3. Recruit, train and support program tutors</li> <li>4. Market program to schools, students and families, guiding the recruitment and enrolment of students into the program</li> <li>5. Manage program logistics; including ad hoc admin tasks, spreadsheet curation, timetabling, and venue bookings</li> <li>6. Provide support to team coordinators; including onboarding, training, and on-program assistance</li> <li>7. Oversee the development of mitigation and response strategies for welfare issues, including those pertaining to child safety and volunteer wellbeing</li> <li>8. Liaise with stakeholders (tutors, students, parents, the Committee, external benefactors)</li> <li>9. Develop and implement program policies</li> </ol>
<b>Training &amp; Support</b>	<p>Program Directors commence the role with a handover from the previous Program Director team and a Committee-led onboarding process that includes an organisational induction and training in key leadership and management skills necessary for the role.</p> <p>Program Directors receive ongoing support from the Committee of VCE Summer Tutoring and can access a broad database of instructional guides and pre-existing program resources.</p>

<b>Key Benefits</b>	<p>Volunteers are reimbursed for approved out of pocket expenses. This will include a food and transport stipend during the program. Please note that volunteers in this role do not receive an honorarium or salary. Other benefits of participation include:</p> <ul style="list-style-type: none"> <li>• Leadership and people management experience, including recruitment, training development, and response to conflict</li> <li>• Logistics and problem-solving skills, including event planning, project management and budget management</li> <li>• Interpersonal and communication skills, including with tutors, students, parents, partners and the Committee</li> <li>• Opportunity to deliver a significant project, support students and volunteers, and address disadvantages in education</li> <li>• Opportunity to access and develop professional networks across community and not-for-profit organisations, high school and tertiary education institutions, and our own organisational volunteer base</li> </ul>
<b>Eligibility and Selection Criteria</b>	<p>Volunteers are required to hold a valid Working with Children Check (WWCC) or equivalent such as a Victorian Institute of Teaching (VIT) Registration, and have completed six months of tertiary study before the program in January. 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><b>What we're looking for:</b></p> <ul style="list-style-type: none"> <li>• A strong commitment to and understanding of disadvantage in education and the aims of the organisation</li> <li>• Written and verbal communication skills, including clear and tactful communication with participants and collaborators</li> <li>• Practised logistics and project management skills, such as attention to detail, problem-solving and task prioritisation</li> <li>• Strong interpersonal and leadership skills, including responding to conflict and supporting skill development</li> </ul>
<b>Supervisor</b>	Committee

<b>Inclusion and Safety</b>	<p><b>Commitment to Child Safety:</b> 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. Our Child Safety and Wellbeing Policy and relevant documents are available on our website: <a href="https://vcesummertutoring.au/">https://vcesummertutoring.au/</a>.</p>
<b>Review Dates</b>	<p>Effective 1 April 2025. Committee review due 1 April 2026.</p>