



Volunteer with VCE Summer Tutoring

VCE Summer Tutoring is a non-profit organisation running 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	Group Activity Leader (GAL)
Purpose	Promote student engagement, social cohesion and wellbeing by facilitating daily meetings and leading students through activities.
Time Commitment	Minimum of 15 hours between 1 December, 2024 and 31 January, 2025, including: <ul style="list-style-type: none"> • 3 hours on Tutor Refresher Day day 4 January, 2025. • 2 hours on Student Enrolment Day 5 January, 2025. • 10 hours 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	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: <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 • Attend preparation days for training, tours of program locations and meeting with students • Assist Program Managers in event planning and delivery for Tutor Refresher Day and other pre-program tutor social events • Meet the assigned group of students on Student Enrolment Day 5 January, 2025 During the program: <ul style="list-style-type: none"> • Attend to rostered duties and communicate proactively with



	<p>Specialist Role Coordinators about availability to undertake them</p> <ul style="list-style-type: none"> • Foster an inclusive and supportive environment for group of about 10 students, and escalate concerns promptly • Attend daily meetings and events, providing program communications and logistics information to student group • Be proactive in conducting the preparations necessary for an event, including organising materials, engaging tutors and ensuring a smooth set-up and pack-down of events • Support informal student activities in the activity space
Training	<p>Group Activity Leaders 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"> • Adaptability and time management • Presentation, content delivery and collaboration skills • Experience in a leadership and mentoring role • Opportunity to improve the accessibility of education
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"> • Knowledge and skills for subject area of interest • Communication, organisation and reliability • Experience in similar mentoring and/or event planning role
Supervisor	<p>Program Managers Group Activity Leader 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>



	Our Child Safety and Wellbeing Policy and relevant documents are available on our website: https://vcesummertutoring.au/ .
Review Dates	Effective 26 August, 2024. Review due 1 December, 2025.