



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	Specialist Role Coordinator
Purpose	Contribute to program delivery and volunteer skill development by managing a team responsible for a key aspect of program delivery.
Time Commitment	<p>Minimum of 33 hours between 1 December, 2024 and 31 January, 2025, including:</p> <ul style="list-style-type: none"> • 4 hours during Specialist Role Coordinator Training in September and November • 5 to 10 hours training and organising Specialist Role team prior to program • 3 hours on Tutor Refresher Day 4 January, 2025. • 15 hours during the program 6-17 January, 2025.
Location	<p>The 2025 program is planned to take place in the Melbourne metropolitan area, with venues to be confirmed.</p> <p>Some planning and training may occur online.</p>
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"> • Collaborate with program managers to develop strategies for coordinating and upskilling your team • Introduce your team and prepare them for tasks during the pre-program and program periods • Set up lines of communication with your team and use these to plan meetings and work together on common objectives • Perform the duties of your Specialist Role as necessary <p>During the program:</p> <ul style="list-style-type: none"> • Develop rosters as necessary and communicate with your



	<p>team what their responsibilities are and when these should be carried out</p> <ul style="list-style-type: none"> • Maintain a regular presence to offer support and advice to your team whenever needed • Initiate meetings to collect progress updates on the accomplishment of team goals and prepare for future • Escalate any problems or concerns to program managers as necessary
Training	<p>Specialist Role Coordinators may be required to participate in a unique training session introducing them to their leadership position.</p> <p>Ongoing support will be available throughout the program.</p>
Key Benefits	<ul style="list-style-type: none"> • Adaptability and time management • Experience in a leadership and mentoring role • Opportunity to play a pivotal role in a program dedicated to improving the accessibility of education • Experience supporting and developing a key aspect of program delivery
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"> • Experience in a leadership position • Communication, organisation and reliability • Ability to work well in team environments under pressure with tight deadline
Supervisor	Program Managers
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.