



## 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	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 1 October, 2024 and 31 January, 2025, including: <ul style="list-style-type: none"> <li>• 5-15 hours developing subject booklet during October, 2024</li> <li>• 2 hours on Tutor Refresher Day 4 January, 2025</li> <li>• Be available during the program 6-17 January, 2025.</li> </ul>
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"> <li>• Engage in pre-program training in role responsibilities</li> <li>• Develop a subject booklet covering curriculum, activities and exam tips</li> <li>• Attend Tutor Refresher Day to meet with other subject tutors and discuss content delivery</li> </ul> <p>During the program:</p> <ul style="list-style-type: none"> <li>• Develop resource of useful information for current and future subject tutors</li> <li>• Ensure subject booklet remains up-to-date and accessible to Program Managers and Teaching Support Officers</li> </ul>



Training	<p>Subject Coordinators 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"> <li>• Communication, collaboration and project management</li> <li>• Accessibility strategies for written material</li> <li>• Academic resource development</li> <li>• Opportunity to support peers and students deepen subject knowledge and engagement</li> </ul>
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"> <li>• Knowledge of VCE structure and terminology</li> <li>• Knowledge of the relevant subject curriculum, including subject structure, content, intended learning outcomes and assessment</li> <li>• Organisation, reliability and deadline management skills</li> </ul>
Supervisor	<p>Program Managers</p> <p>Teaching Support Officers</p>
Inclusion and Safety	<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.</p> <p>Our Child Safety and Wellbeing Policy and relevant documents are available on our website: <a href="https://vcesummertutoring.au/">https://vcesummertutoring.au/</a>.</p>
Review Dates	<p>Effective 26 August, 2024.</p> <p>Review due 1 December, 2025.</p>