



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	Welfare Officer
Purpose	Facilitate a safe and welcoming atmosphere on program by supervising classes, providing a calm and inclusive Welfare Space and collaborating within the team to implement and maintain welfare protocols.
Time Commitment	Minimum of 33 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 per 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	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 • Meet with the Coordinator to plan program activities • Attend a preparation day to finalise training and operate a tutor wellbeing space During the program: <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"> • Conduct “vibe checks” on classrooms to ensure program-wide adherence to welfare protocols • Assist in resolving welfare-related problems on program, including inter-student conflicts, issues in student-tutor rapport and tutor stress management • Facilitate an inclusive environment on program for all participants by working with the team to discourage all forms of discrimination • Provide expertise on mental health resources and services for students and tutors as necessary
Training	<p>Welfare 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 and collaboration skills • Mental wellbeing and child safety training • Management of welfare situations, including crisis response, referrals, and confidentiality requirements • Opportunity to ensure the program is safe, happy and inclusive
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"> • Empathy and awareness of wellbeing issues • Ability to stay calm under pressure • Competence in interpersonal communication and conflict resolution
Supervisor	<p>Program Managers Welfare Coordinator</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</p>



	<p>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	<p>Effective 26 August, 2024.</p> <p>Review due 1 December, 2025.</p>