

Volunteer with VCE Summer Tutoring

2026-28 Program Director



VCE Summer Tutoring is a registered charity that delivers a two-week program every January 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 are projected to take place at the University of Melbourne.

This role will 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	Deliver and facilitate the VCE Summer Tutoring program as part of a leadership team with a key overall focus on 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"> • 10-15 hours per week, including weekly Program Director team meetings. • One or more intensive tutor interview periods in the second half of 2026. • 1-2 days of Specialist Role Coordinator training in September and October. • 2-4 days of tutor training in November and December. • Significant time across the team (shared 60 hours weekly across 3-5 Program Directors) throughout November, December and January.
Time Frame	24-month term, structured with a 4-month probationary phase and reflective check-in at the 12-month mark.

Location	Primary activities are projected to take place at the University of Melbourne. Planning, training and program activities often occur online, but this is ultimately a preference made by the Director team.
Key Responsibilities	<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.</p> <p>1. People & Team Management</p> <ul style="list-style-type: none"> ● Recruit, train and support program tutors, ensuring all compliance requirements for program participation are satisfied. ● Provide support to Specialist Role Coordinators, including onboarding, training and on-program assistance. ● Attend regular meetings with fellow Program Directors as part of fostering a team culture of progress and adaptation <p>2. Program Operations & Logistics</p> <ul style="list-style-type: none"> ● Plan and facilitate the VCE Summer Tutoring program. ● Manage program logistics, including ad hoc administrative tasks, spreadsheet curation, timetabling, and venue bookings. ● Oversee the development of mitigation and response strategies for welfare issues, including those pertaining to child safety and volunteer wellbeing. ● Develop and implement program policies, educating all program participants to ensure compliance. <p>3. Stakeholder Engagement</p> <ul style="list-style-type: none"> ● Market program to schools, students and families, guiding the recruitment and enrolment of students into the program. ● Liaise and collaborate productively with volunteers, students, families, the Committee and external supporters. ● Proactively seek external funding or in-kind support to enable student participation and program enhancement.
Training & Support	<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>

<p>Key Benefits</p>	<p>The Program Director role offers a platform to generate impact and develop senior leadership and project management skills, desirable across a range of career pathways and industries.</p> <p>1. Ownership and Impact Program Directors hold primary accountability for a significant project that addresses educational disadvantage, demonstrating an ability to create impact at scale, handle responsibility and autonomously manage projects end-to-end.</p> <p>2. Skill Development and Business Knowledge Program Directors build a unique mix of deep and generalist functional knowledge, working across all elements of the program, strengthening problem-solving, communication, risk management, and project delivery competencies along the way.</p> <p>3. Leadership Development Program Directors can access substantial leadership opportunities and scenarios, developing crucial, highly sought-after capabilities in people management, coaching and learning development, conflict response, and executive presence.</p> <p>4. Participatory Benefits Program Directors will receive an allowance to cover expenses incurred while participating in the program, and will have room and board covered in the event that they stay at the Residential Program. All volunteers are reimbursed for approved out-of-pocket expenses.</p>
<p>Eligibility and Selection Criteria</p>	<p>1. Values and Impact</p> <ul style="list-style-type: none"> ● Deep understanding of educational disadvantage and passion for the social impact of student-led volunteering, particularly for individuals from diverse and underrepresented backgrounds. ● Alignment of decision-making, self-management and conflict resolution with a clear set of personal principles and program values, even during times of high pressure. <p>2. Collaborative Capabilities</p> <ul style="list-style-type: none"> ● Nuanced communication style that energises others and clearly conveys ideas for each audience. ● Ability to develop and maintain relationships with external supporters through professional and tactful conduct. <p>3. Leadership Style</p> <ul style="list-style-type: none"> ● Empathetic and democratic leadership style, with a

	<p>commitment to promoting growth in others and approaching conflict resolution rationally and fair-mindedly.</p> <ul style="list-style-type: none"> • A calm and rational disposition in response to feedback, with the ability to engage in self-reflection and apply good-faith criticism to improve processes or skills. <p>4. Problem-solving and Operational Diligence</p> <ul style="list-style-type: none"> • Practised project management skills, taking a proactive approach to forward-planning, sequencing tasks and adapting to changing circumstances. • Composed risk and conflict management, addressing or escalating challenges in a timely manner and gathering all inputs required for informed decision-making. <p>5. Eligibility Requirements</p> <ul style="list-style-type: none"> • Hold a valid Working with Children Check (WWCC) or equivalent, such as a Victorian Institute of Teaching (VIT) Registration. • Have completed six months of tertiary study before the program in January. • Conduct this role alongside the Volunteer Academic Tutor role. <p>As of the effective date, there is no cost to apply for a Volunteer WWCC in Victoria.</p>
Supervisor	Committee
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, 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 apply to all volunteers engaged by the VCE Summer Tutoring. Our Child Safety and Wellbeing Policy and relevant documents are available on our website: https://vcesummertutoring.au/.</p>
Review Dates	Effective 27 March 2026. Committee review due 1 April 2027.