

12 April 2025
VCE Summer Tutoring Selection Panel
VCE Summer Tutoring Incorporated

Dear VCE Summer Tutoring Selection Panel,

I am writing to express interest in the Program Director role as advertised through the VCE Summer Tutoring email and website. My experience as a Volunteer Academic Tutor in January 2024 has inspired me to continue making a tangible difference to students' lives, and having watched the Q&A I feel the Program Director role would be deeply rewarding, both professionally and personally.

I have been involved in various initiatives that seek to enhance access to education and overcome educational disadvantage factors. As a VCE Summer Tutoring volunteer, this involved speaking with students in our first class to understand how I could tailor lesson content to their current confidence with VCE Biology and most requested topics. This approach maximised student benefit and program experience, which reflected in the average Tutoring Quality (TQ) rating of 4.5 out of 5 and qualitative feedback I received from students particularly in demonstrating evidence of their learning. I believe this experience highlights my understanding of educational disadvantage and ability to create impact for students and volunteers, which would be instrumental in the Program Director role.

Moreover, my leadership and communication skills would allow me to collaborate effectively with Program Directors and stakeholders. My role as a STREETChic Store Manager involves coordinating inventory deliveries, which requires strong attention to detail and clear written communication to ensure all delivery requirements are correctly confirmed. I have also demonstrated interpersonal skills particularly in managing team conflicts. In one instance, two team members disagreed over how to manage an unprecedented volume of customers in-store over the holidays. I spoke with them individually and noticed their feelings of overwhelm were creating tension, and then spoke with them both to acknowledge their feelings and devise a plan for managing the situation, which satisfied both team members. This experience would be invaluable for working with others as a Program Director.

Finally, I have developed keen project management and problem-solving skills. As a School of Health Sciences student casual, I noticed the length and inconsistency of our social media posts were minimising engagement. I responded by devising a post schedule, copywriting guidelines and a pitch to the School to feature current students in posts more, as these posts produced the most traffic. These changes increased post views and engagement by 225%, and notably enabled the School to receive more applicants than available spaces for a student representative position for the first time. These project and change management skills would assist me greatly in managing the various aspects of VCE Summer Tutoring program preparation and implementing novel solutions to optimise processes.

Thank you for taking the time to consider my application for the Program Director role. Please feel welcome to contact me at vcsummertutoring@gmail.com or on 0446 384 664 to discuss my application further. I look forward to hearing from you soon.

Yours sincerely,
Joel Dugong