# Volunteer with VCE Summer Tutoring

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**VCE Summer Tutoring** is a not-for-profit charity that delivers a two-week program in January 2027, 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. In January 2027, Day Program activities will be hosted at the University of Melbourne's Melbourne Connect precinct.

A Residential Program will be hosted by St. Hilda's College and will run alongside the Day Program, providing accommodation for students who may experience difficulties in attending the program due to the cost of travel.

**This role must be held alongside the Volunteer Academic Tutor role.**

| **Role Title** | **Communications Officer** |
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| **Purpose** | Foster social cohesion and new connections among high school students and volunteers through producing informative, engaging program publications, and facilitating opportunities for creative expression. |
| **Time Commitment** | Minimum of 26 hours between 13 October, 2026 and 31 January, 2027, including:<br>● 3 hours planning on-program publications production led by the Specialist Role Coordinators.<br>● 3 hours on Tutor Refresher Day 8 January, 2027.<br>● 20 hours a week during the program 11-22 January, 2027. |
| **Location** | The 2027 program will take place at the University of Melbourne in the Melbourne Connect precinct.<br><br>Some planning and training may occur either in-person or 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.<br><br>Before the program: |

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| | • Attend meetings to prepare program activities and communicate in a timely manner with team members and Specialist Role Coordinators<br>• Engage in pre-program training in role responsibilities delivered by the Specialist Role Coordinators<br>• Begin planning content for the daily program publication and strategies to encourage submissions from participants<br>• Devise a “pre-Zine” publication to be distributed to families before the program<br><br>During the program:<br>• Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them<br>• Produce daily program publications containing key program information and creative contributions from participants<br>• Attend events and activities to take photos and record student and tutor experiences on program for promotional and content creation purposes<br>• Devise and implement student engagement initiatives and timely communicate progress with other team members in meetings and daily debriefs<br>• Produce an end-of-program yearbook-style publication with Program Directors to celebrate and commemorate the program |
| **Training & Support** | Communications Officers are required to undertake training in performing the key responsibilities prior to the commencement of the program.<br><br>Ongoing support will be available throughout the program. |
| **Key Benefits** | • Communication, teamwork and time management skills<br>• Mentorship, editing and feedback experience for creatives<br>• Experience in marketing, content curation and production |
| **Eligibility and Selection Criteria** | 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.**<br><br>As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria.<br><br>Other desirable attributes:<br>• Interest in media, writing and the arts<br>• Organisation, adaptability and time management<br>• Familiarity with Canva and social media sites, such as Facebook, Instagram, or TikTok |

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| **Supervisor** | Program Directors<br>Communications Coordinators |
| **Inclusion and Safety** | **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.<br><br>The Child Safety and Wellbeing Policy and Tutor Code of Conduct applies to all volunteers engaged by the VCE Summer Tutoring.<br><br>Our Child Safety and Wellbeing Policy and relevant documents are available on our website: https://vcesummertutoring.au/. |
| **Review Dates** | Effective 28 July, 2026.<br>Review due 1 December, 2027. |