Volunteer with VCE Summer Tutoring

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	**Group Activity Leader (GAL)**
Purpose	Promote student engagement, social cohesion and wellbeing by facilitating daily meetings and leading students through activities.
Time Commitment	Minimum of 17 hours between 13 October, 2026 and 31 January, 2027, including: ● 2-3 hours planning on-program events and daily group meetings led by the Specialist Role Coordinators in October and November. ● 3 hours on Tutor Refresher Day 8 January, 2027. ● 2 hours on Student Enrolment Day 9 January, 2027. ● 10 hours during the program 11-22 January, 2027.
Location	The 2027 program will take place at the University of Melbourne in the Melbourne Connect precinct. 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. Before the program:

	● Attend meetings to prepare program activities and communicate in a timely manner with team members and the Specialist Role Coordinators ● Engage in pre-program training in role responsibilities delivered by the Specialist Role Coordinators ● Attend preparation days for training, tours of program locations and meeting with students ● Assist Program Directors in event planning and delivery for Tutor Refresher Day and other pre-program tutor social events ● Meet the assigned group of students on Student Enrolment Day 9 January, 2027 During the program: ● Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them ● Foster an inclusive and supportive environment for group of about 10 students, and escalate concerns promptly to relevant management teams ● Attend daily meetings and events, providing program communications and logistics information to student group ● Be proactive in conducting the preparations necessary for an event, including organising materials, engaging tutors, ensuring a smooth set-up and pack-down of events, and discuss any concerns and reflections in daily debriefs ● Support informal student activities in the activity space
Training & Support	Group Activity Leaders are required to undertake training in performing the key responsibilities prior to the commencement of the program. Ongoing support will be available throughout the program.
Key Benefits	● Adaptability and time management ● Presentation, content delivery and collaboration skills ● Experience in a leadership and mentoring role ● Opportunity to improve the accessibility of education

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.** As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria. Other desirable attributes: ● Communication, organisation and reliability ● Strong interpersonal and relationship building skills ● Commitment to Child Safety and understanding the needs of young people ● Experience in similar mentoring and/or event planning role
Supervisor	Program Directors Group Activity Leader 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. The Child Safety and Wellbeing Policy and Tutor Code of Conduct applies 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/.
Review Dates	Effective 28 July, 2026. Review due 1 December, 2027.