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	**Operations Officer (Ops)**
Purpose	Ensure students and volunteers are able to fully engage with program activities by maintaining the logistical and administrative aspects of the program.
Time Commitment	Minimum of 40 hours between 6 October, 2026 and 31 January, 2027, including: ● 2 hours planning on-program helpdesk and training led by the Specialist Role Coordinators ● 3 hours on Tutor Refresher Day 8 January, 2027. ● 5 hours on Student Enrolment Day 9 January, 2027. ● 30 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.
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 for program and communicate in a timely manner with team members ● Engage in pre-program training in role responsibilities

	delivered by the Specialist Role Coordinator ● Provide logistics and services support on preparation days, including preparing the helpdesk, addressing any tutor enquiries and distributing materials to tutors ● Organise vital program systems, including attendance tracking, one-on-one tutoring and private study, program feedback surveys and management of venue and tutor changes During the program: ● Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them ● Resolve tutor and student enquiries over phone or email or at the helpdesk ● Develop resolutions relating to issues with timetabling, venue, attendance and online systems ● Organise and recruit for activities including one-on-one tutoring, guided private study and feedback surveys ● Oversee physical and digital spaces to be used by students, tutors and the Specialist Role teams
Training & Support	Operations Officers 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	● Logistics, venue and timetable management systems ● Service and communication for diverse stakeholders ● Technical skills for information or audiovisual systems ● Experience developing and supporting vital logistical and administrative systems
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 and teamwork ● Initiative and problem-solving skills ● Attention to detail
Supervisor	Program Directors Operations 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.