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	**Residential Officer**
Purpose	The residential program allows students who would otherwise be unable to, to have the opportunity to attend the VCEST program by allowing rural/regional students to stay at a university of Melbourne affiliated college. This experience also allows students to explore future accommodation options for if they decide to further their education.
Time Commitment	Minimum of 80 hours between 6 October, 2026 and 31 January, 2027, including: ● 5-6 hours of Specialist Role Training led by the Residential Coordinators ● 4 hours of extensive safety training & boundary setting run by the Residential and Welfare coordinators. ● 4 hours on Tutor Refresher Day 8 January, 2027. ● During the program the residential officers are on site 24/7 as they must ensure the safety of all residential students at St Hilda's and during any evening activities ● During the day program they attend their classes and any other obligations they have.

	• Residential officers are able to request breaks when needed and are recommended to organise a break during their schedule to ensure that all the officers get a short break due to the constant workload. • Residential officers attend two debriefs daily during the program, one at the end of the day program and one every night after students have gone to bed, to recount the day and note anything that may need to be addressed.
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 program activities and communicate in a timely manner with the residential team members and Residential Coordinators • Assist Residential Coordinators with organising activities for students and the residential evening timetable. • Engage in pre-program training in role responsibilities delivered by the Specialist Role Coordinators During the program: • Collect and drop students off at train stations or other collection locations to ensure student safety. • Participate in team meetings and debriefs to ensure students are enjoying the program and that any issues that present themselves are addressed. • Coordinate support for students that may be feeling stressed or homesick with the Welfare Team and Program Directors • Attend any and all rostered duties and communicate proactively with your team members and update coordinators if unable to undertake certain tasks. • Exchange insights about observed any issues or positives about the day in the two daily debrief meetings.
Training & Support	Residential Officers are required to undertake training in order to perform the key responsibilities of their role prior to the commencement of the program.

	Ongoing support will be available throughout the program for all the Residential officers and Coordinators.
Key Benefits	• Coordination of an accessible program for students from rural and regional areas. • Leadership and mentoring skills and experience • Knowledge of child safety and professional boundary settings
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: • Knowledge in child safety and creating safe environments for the students. • Polite, professional and enthusiastic communication style • Ability to work efficiently and reliably in a team environment • Ability to remain organised and manage concurrent tasks. • Maintenance of professional boundaries and safety protocols.
Supervisor	Program Directors Residential 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.