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	**Specialist Role Coordinator (SRC)**
Purpose	Contribute to program delivery and volunteer skill development by managing a team responsible for a key aspect of program delivery.
Time Commitment	Minimum of 34 hours between 14 September, 2026 and 31 January, 2027, including: ● 4 hours during Specialist Role Coordinator Training in September and October. ● 5 to 10 hours training and organising Specialist Role teams prior to the program. ● 1 hour of stakeholder consultations run by the Systems and Processes team (30 mins pre-program, 30 mins mid-way through program) ● 3 hours on Tutor Refresher Day 8 January, 2027. ● 15 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 Specialist Coordinator onboarding training run by Program Directors ● Collaborate with Program Directors to develop strategies for coordinating and upskilling your team ● Introduce your team and prepare them for tasks during the pre-program and program periods ● Set up lines of communication with your team and use these to plan meetings and work together on common objectives ● Perform the duties of your Specialist Role as necessary ● Participate in a 30 min pre-program stakeholder consultation with the Systems and Processes (SAPs) team to communicate current team systems that can be improved During the program: ● Develop rosters as necessary and communicate with your team what their responsibilities are and when these should be carried out ● Maintain a regular presence to offer support and advice to your team whenever needed ● Initiate meetings and daily debriefs to collect progress updates on the accomplishment of team goals and prepare for future ● Escalate any problems or concerns to Program Directors as necessary ● Participate in a 30 min mid-way stakeholder consultation with the Systems and Processes (SAPs) team to address SAPs progress and share further ideas After the program: ● Attend a debrief meeting organised by the Directors to share reflections on the program
Training & Support	Specialist Role Coordinators may be required to participate in a unique training session introducing them to their leadership position. Ongoing support will be available throughout the program.
Key Benefits	● Adaptability and time management ● Experience in a leadership and mentoring role ● Opportunity to play a pivotal role in a program dedicated to improving the accessibility of education ● Experience in supporting and developing a key aspect of program delivery

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 and the Specialist Role you are coordinating.** As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria. Other desirable attributes: ● Experience in a leadership position ● Communication, organisation and reliability ● Ability to work well in team environments under pressure with tight deadline
Supervisor	Program Directors
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.