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	**Systems and Processes (SAPs) Analyst**
Purpose	To improve future programs by creating and refining systems through creative programming-based solutions using best practices from the fields of technology transformation and implementation.
Time Commitment	Minimum of 37 hours between 13 October, 2026 and 31 January, 2027, including: ● 2 hours planning on-program procedures and training led by the Specialist Role Coordinators ● 2 hours defining systems and technology solutions based on process documentation ● 3 hours on Tutor Refresher Day 8 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. 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 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 ● Liaising with Program Directors and the Committee on proposed solutions, documenting required resources and funding where necessary During the program: ● Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them ● Develop features of new systems alongside other Systems and Processes Analysts to improve future programs ● Utilise a centralised GitHub page for the Systems and Processes Team to manage, document and implement changes to developed software ● Plan and deliver stakeholder consultations with other Specialist Role Teams to ensure the solutions being developed best meet their needs
Training & Support	Systems and Processes Analysts 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	● Experience in developing consumer-oriented solutions for diverse stakeholders in a collaborative environment ● Exposure to procedures key to Business and Process Analytics ● Develop an understanding of GitHub for version management and collaborative software development
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 ● Experience in programming (professional, academic or personal) ● Project management and creativity ● Attention to detail

Supervisor	Program Directors/Committee Systems and Processes 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.