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.

Role Title	**Volunteer Academic Tutor**
Purpose	Address educational disadvantage in Victoria by providing accessible and engaging academic support to students commencing their VCE studies.
Time Commitment	Minimum of 17 hours between 4 December, 2026 and 31 January, 2027, including: ● 6 hours during tutor training in December 2026. ● 3 hours on Tutor Refresher Day, 8 January, 2027. ● 8 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: ● Prepare lessons for your classes, and submit a lesson plan for review before the program ● Communicate with relevant leaders about availability, training and other preparation ● Engage with the materials provided by the Subject Coordinator, including the subject booklet

	• Participate and complete adequate training organised by Program Directors During the program: • Deliver lessons for your classes, and attend individual tutoring sessions over the two-week program • Share learning materials with students through the learning management system • Engage with observations and feedback from peers • Communicate with relevant leaders about availability, operations and welfare issues
Training & Support	All volunteers are required to undertake induction prior to the commencement of the role, and training in classroom teaching prior to the commencement of the program. Ongoing support will be available throughout the program.
Key Benefits	• Development in adaptability and time management skills • Development in public speaking, content delivery and collaboration skills • Experience in a leadership and mentoring role • Opportunity to support younger students and improve the accessibility of education • Opportunity to connect with 100+ volunteers from diverse tertiary institutions and courses
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. As at the effective date, there is no cost involved in applying for a Volunteer WWCC in Victoria. Other desirable attributes: • Knowledge and skills for subject area of interest • Communication, organisation and reliability • Previous volunteer or tutoring experience • Adaptability and open to different opportunities • Time management
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.