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	**Welfare Officer (Welfaries)**
Purpose	Facilitate a safe and welcoming atmosphere on program by supervising classes, providing a calm and inclusive Welfare Space and collaborating within the team to implement and maintain welfare protocols.
Time Commitment	Minimum of 21 hours between 13 October, 2026 and 31 January, 2027, including: ● 3 hours planning on-program activities and training led by the Specialist Role Coordinators. ● 3 hours on Tutor Refresher Day 8 January, 2027. ● 15 hours per week 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 program activities and communicate in a timely manner with team members • Engage in pre-program training in role responsibilities delivered by the Specialist Role Coordinators • Meet with the Coordinators to plan program activities • Attend a preparation day to finalise training and operate a tutor wellbeing space During the program: • Attend to rostered duties and communicate proactively with Specialist Role Coordinators about availability to undertake them • Conduct “vibe checks” on classrooms to ensure program-wide adherence to welfare protocols • Assist in resolving welfare-related problems on program, including inter-student conflicts, issues in student-tutor rapport and tutor stress management • Facilitate an inclusive environment on program for all participants by working with the team to discourage all forms of discrimination • Provide expertise on mental health resources and services for students and tutors as necessary
Training & Support	Welfare 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	• Communication and collaboration skills • Mental wellbeing and child safety training • Management of welfare situations, including crisis response, referrals, and confidentiality requirements • Opportunity to ensure the program is safe, happy and inclusive
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: • Empathy and awareness of wellbeing issues • Ability to stay calm under pressure • Competence in interpersonal communication and conflict resolution
Supervisor	Program Directors

	Welfare 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.