



BANYULE
UNIVERSITY OF THE THIRD AGE

U3A Banyule Inc A0013622D

ABN 76 751 606 570

Office: Upper Ground Floor, 275 Upper Heidelberg Rd, Ivanhoe
Ivanhoe Library and Cultural Hub (ILCH)

Mail: PO Box 454, Rosanna, Victoria, 3084

Website: u3abanyule.org.au

Phone: 0418 749 228

Email: info@u3abanyule.org.au

U3A Banyule Volunteering Opportunities

U3A is a not-for profit organisation with no paid staff and is solely dependent on volunteers. Volunteering is a rewarding, social and inclusive experience. We encourage and need members to share their special knowledge, skills and interests by offering to volunteer.

Members can contribute in any of the following areas, briefly described below:

Committee of Management or Support Roles – serving on the Committee of Management or representing U3A Banyule on community groups. To see Committee positions, refer to the website under: **About Us/Committee of Management.**

Class Leader/Representative – assisting a Tutor as required, for example keeping attendance roll, setting up the room and contacting class members.

Office – being an Office Volunteer in the U3A Banyule office for 2 hours per month, from 10:00am – 12 noon on a weekday (except Public Holidays and office closure period during Dec/Jan). Office Volunteers receive an initial introduction to office duties plus four hours of on-the-job training in the use of the MyU3A database membership and course enrolment system.

On Call – on an occasional basis, e.g. helping to collate material, assisting on a promotional booth, providing a plate of food for a social event, assisting with the organisation, and setting up for social events.

Catering – occasional provision of food for special events

Tutoring – offering a range of options such as a single session (e.g. giving a talk, leading an excursion); a short series of sessions on your area of expertise/interest; ongoing Semester sessions (for example, running a language class, gentle exercise, or dance class). Please refer to the website under Tutoring for further details.

If you wish to discuss opportunities to volunteer, please complete details below and return to the U3A Banyule office, email info@u3abanyule.org.au, or mail U3A Banyule, PO Box 454, Rosanna Victoria 3084

Member Name: Phone No:

Email:

I am interested in volunteering for the following role(s):

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Day(s) available:

OFFICE USE ONLY –

Entered in MyU3A in members profile and volunteer's database by: _____ **Date:** _____

Contacted by email or phone: _____

Position offered and accepted _____ **Date:** _____

MyU3A updated with position and date appointed ____/____/____

Volunteer Agreement fully completed and signed

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