



**BANYULE**  
UNIVERSITY OF THE THIRD AGE

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## 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:

**On Call** – on a one-off basis by helping collate material; assist on a U3A Banyule promotional booth; provide a plate of food and/or assist with setting up at social events etc;

**Committee** – 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 shutdown 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;

**Tutoring** – offering a range of options such as a single session (eg 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.

**Please complete details below and return to the U3A Banyule office or email [info@u3abanyule.org.au](mailto:info@u3abanyule.org.au)**

Member Name: .....

Phone No: .....

Email: .....

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

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**Day(s) available:**

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**If you wish to discuss opportunities to volunteer, please feel free to contact Jan Ramp, Volunteers Coordinator, Email [info@u3abanyule.org.au](mailto:info@u3abanyule.org.au).**