



BANYULE
UNIVERSITY OF THE THIRD AGE

Office: Upper Ground Floor, 275 Upper Heidelberg Rd, Ivanhoe

Mail: PO Box 454, Rosanna, Victoria, 3084

Website: www.u3abanyule.org.au

Email: info@u3abanyule.org.au

U3A Banyule Inc.

ABN 76 751 606 570

Mobile: 0418 749 228

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 – serving on the Committee in a variety of positions. For more information refer to the website under **About Us/Committee of Management**
https://www.u3abanyule.org.au/committee_of_management.html

Committee of Management Support Roles – there are many positions of responsibility which support the organisational aspects of our U3A eg Health & Safety, Membership, Technology. We also have several Sub Committees where you may be able to make a contribution. For more information on these opportunities refer to the website under **About Us/Committee of Management**
https://www.u3abanyule.org.au/committee_of_management.html

Office Volunteer – 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). This role involves responding to queries from U3A members and members of the public about joining our U3A and enrolling in classes. Office Volunteers receive on the job training in the use of the MyU3A database membership and course enrolment system;

On Call – on an occasional basis by helping collate material; assist on a U3A Banyule promotional booth; provide a plate of food, assist with organisation and setting up at social events etc;

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

Tutor – 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 **Courses – Our Program** for further details https://www.u3abanyule.org.au/our_program.html. Various resources are also provided to assist and support Tutors in running their classes, please refer to our website under **For Tutors** https://www.u3abanyule.org.au/for_tutors.html

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:

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If you wish to discuss opportunities to volunteer, please feel free to send a message to Julie Vomero, Volunteers Coordinator, via email: info@u3abanyule.org.au