



2015 Volunteering Registration

As a member of U3A Melbourne City you are part of a learning community established and sustained entirely by volunteers. It takes a great deal of work to keep our organisation running and most of the work is done by a few dozen members. We need more skilled and committed people to help. There are many jobs, requiring a variety of skills and taking up differing amounts of time: from weekly or fortnightly commitments to just a few hours once a month or even less. Please look over the role descriptions on this form, tick where you think you could fit in, and one of our committee members will phone you for a chat and answer all your questions.

REGISTRATION

I would like to be contacted to discuss how I could fit into a volunteering role with U3A Melbourne City.

Signature: Date:

CONTACT DETAILS

Name:
 ID Number:
 Phone: Landline:
 Mobile:
 Email:

AVAILABILITY (Many jobs can be done in your own time. However, office reception involves a fortnightly rostered day in Ross House.)

Regular or casual?
 Weekly/monthly etc?
 Days of week?
 Further comment?

WORK BACKGROUND

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SKILLS & INTERESTS

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SKILLS, COMPETENCIES AND ATTRIBUTES NEEDED – PLUS ANY OTHERS YOU MAY HAVE

- Communication **Initiative** Organisational **Interpersonal** Administrative **Computers**
 Database design & entry **Microsoft Office** A/V Equipment **Phone & Internet Technology**
Fundraising Financial & Bookkeeping **Creative Thinking** Editing, Writing & Layout
 Art & Design **Promotion & Marketing** Web Handling **Social Networking** Public Speaking
Tutoring & Group Leadership Policy Documentation **Printing & publishing**

SEE OVERLEAF FOR DETAILED JOB AREAS please complete

OFFICE USE ONLY – Date and initial each entry

Entered on database	Initial contact made	Registered as Volunteer
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Where could you fit in? Tick your interests.

Most of these jobs are within teams of people you can look to for training and support.

Committee & Working Groups

Committee volunteers seek continuous improvement in the organisation's operations and finances. President, Secretary and Treasurer are key roles. Other members work towards achieving goals in areas including Funding, Accommodation, Volunteers, Members, Technology & Promotion. **Time commitment:** Monthly 3-hr meetings plus preparation and activities according to role.

Tutoring/Group Leadership

Propose your own short, yearlong or semester course. Some tutors have teaching or academic backgrounds; others do not, but have a passion, expertise or interest that they want to share. **Time commitment:** Classes are usually weekly, sometimes fortnightly. You can choose holiday breaks.

Course Coordination

Help the Course Coordinator to interview and engage new tutors, plan course programs, organise tutors meetings, liaise with tutors and admin volunteers, plus help to keep the Tutors Handbook up-to-date. **Time commitment:** Variable according to level of involvement.

Course Administration

Several distinct jobs are involved, including: booking class venues and negotiating with tutors; briefing tutors on admin requirements, preparing class rolls, folders and waiting lists; monitoring waiting lists and ringing members to fill vacancies. **Time commitment:** From several hours to several days monthly.

Office Reception

Provide friendly responses to visitors and phone enquiries. Learn how everything works and how to process enrolments, memberships, social program bookings etc. You need to be methodical and able to use a computer confidently for emails and entering data in the database (training given). **Time commitment:** One day, 9.45am to 3pm, once a fortnight.

Office Coordination

Plan & develop systems & procedures. Help coordinate the duty roster and

oversee the work of the office. Help to train new volunteers and maintain the Office Handbook and A-Z Guide. Hold staff meetings and maintain communication with committee and other key volunteers. Maintain change float (with Treasurer). Maintain supplies of stationery, brochures, forms, etc. **Time commitment:** One day weekly at least.

Volunteer Coordination

Make initial contact with would-be volunteers and help to integrate them into suitable roles. Coordinators also maintain a register, arrange induction of volunteers, develop/maintain appropriate documentation, and organise an annual volunteers barbecue. **Time commitment:** Minimum of several hours weekly.

Database Assistance

Volunteers with MS Access expertise are needed to optimise performance and outputs from the database, and help with inputting membership data in Oct/Nov/Dec. **Time commitment:** Variable, according to your involvement.

Enrolment Assistance

Help process enrolment applications. **Time commitment:** 2 days, early January.

Publishing

Writing, editing and layout skills are needed for the bi-monthly newsletter, e-bulletins, website material, policy documents, forms, publicity leaflets and other material. The newsletter editor should be prepared to join the committee of management. **Time commitment:** Mostly working at home. Minimum several hours monthly.

Printing/distribution

Some material is outsourced to commercial printers. Currently volunteers photocopy several hundred newsletters every two months. A bimonthly mail-out team fills envelopes and deals with Australia Post. Most members now get their information via mass email. More volunteers are needed to handle mailing lists and upload material to our website. **Time commitment:** Variable, depending on role.

Promotion & Speaking

Creative thinking wanted – how to publicise and promote our U3A to a wider public, and particularly to potential sponsors/partners. Promotional events such as the annual Seniors Week Carnival of Learning (October) are one aspect; another is public speaking including radio interviews. Attractive graphics and text delivering clear messages about our U3A are essential for print and online delivery. Social networking sites such as Facebook, Twitter, etc., offer new avenues, if we have the expertise to exploit them. **Time commitment:** Variable, depending on involvement. Committee membership desirable.

Website Development

Help to develop/maintain the website, maintain security etc. **Time commitment:** Variable.

Social Program

Help plan and organise social activities and events. Perhaps start your own Let's Do group. **Time commitment:** Variable.

Forums Program

Source, recruit and host guest speakers; MC their presentations. **Time commitment:** Forums are held monthly.

Forums & Meeting Help

Help prepare venues, set up chairs, organise & serve refreshments and clear away. **Time commitment:** Several hours monthly.

IT, Computers & Printers

Various jobs – manage electronic data and back-up, and keep subscriptions current, e.g. broadband access and internet security. Keep computers in good working order and advise on optimum usage. Maintain printers and ink cartridge and paper stock. **Time commitment:** Variable.

Equipment

Maintain asset list and operating instructions, and ensure items are in working order and stored correctly. Train tutors in equipment use. Source & purchase new items and dispose of obsolete/broken items. **Time commitment:** Variable.

Plus anything else you think would help that's not listed here.