

Volunteer Host: Agreement and Position Description

Thanks for getting involved with Laneway Learning! We are really excited to have you on board.

This document explains your role in a bit more detail, including what is expected from you and what you can expect from us when you volunteer at Laneway Learning. This agreement is made by you, the volunteer, and Laneway Learning Ltd, ABN 22 609 859 001 (**Laneway Learning**).

Volunteering

The role to host Laneway Learning classes is a volunteer position. You are not an employee of Laneway Learning and you are not entitled to payment or any other entitlements associated with employment. Neither party intend any employment relationship to be created from this role.

Role description and details

Duties of a volunteer host generally include the following:

- Greeting students and providing customer service
- Marking attendance as students arrive
- Accepting class payments if required
- Setting up the room, including moving tables and chairs, setting out class materials and drinking water, setting up the projector and speakers
- Making a short introduction
- Cleaning up between and after classes, including putting tables and chairs away, cleaning up rubbish and mess
- Helping a teacher if they need assistance during a class, e.g. handing out materials
- Taking photos and potentially posting to social media

When there are no tasks to perform, you will generally be free to participate in the class.

By becoming a volunteer host, you agree to only perform the tasks you are trained to do, to follow the instructions of volunteer supervisors or staff, and to not be affected by drugs or alcohol when you are volunteering. This is to protect you from legal liability in some situations.

Volunteer days

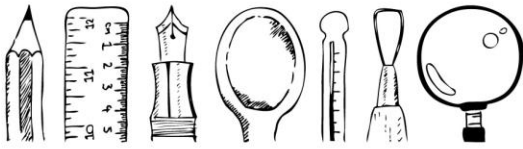
Your volunteer days and locations will be arranged via the email address you provide us with. If you change your email address or are unable to access your emails it is your responsibility to let us know.

Please contact us if you wish to change the nature of your contribution (e.g. your volunteer days).

What to expect from us

Laneway Learning values its volunteers. We will endeavour to provide you with a safe and healthy environment in which to perform your role, and will work to comply with requirements under workplace health and safety laws.

Want to learn? Want to teach? Visit melbourne.lanewaylearning.com



What we ask of you

We ask that you meet your requirements as a volunteer under workplace health and safety laws. This means you will take reasonable care for the health and safety of yourself and others, tell us if you have concerns about safety and/or your fitness for the role, and cooperate with all reasonable instructions, policies and procedures of Laneway Learning. We also ask that you support our vision and mission, and treat all people and property associated with Laneway Learning with respect.

If you are ever unsure of what to do or feel like you need more training or support, please contact us.

Contact person

Your main contact person will be Jen Aitken, admin@lanewaylearning.com. She will work with you to arrange volunteer days and locations. Training and further support will be provided by Lucie Bradley or Maria Yebra.

Intellectual property and conflict of interest

As a volunteer, we may disclose information to you for the purpose of conducting your role, or you may generate information. You must keep this information safe and confidential, and only use it for the purposes for which it was provided or created. You also agree not to establish a separate business using the information disclosed to you.

All information created by Laneway Learning or you for the purpose of your role is, and remains the property of Laneway Learning. Volunteers agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to role at Laneway Learning to us.

This remains in force indefinitely.

Signed

Volunteer name _____

Volunteer signature _____

Date _____