

KALAMUNDA COMMUNITY LEARNING CENTRE WORKGROUPS

2020, Semester 1



**Semester One
2020**

**Online enrolments
open:
9.30am 4th February
to
9.00am 10th February**

**In person enrolments
at Jack Healey Centre:
Enrolment week
Tues. 4th – Fri. 7th Feb.
9.30am – 2pm**

***Enrolments will be closed
10th-14th February for
administration purposes***

**Classes commence
17th February**

**(In Person late
enrolments will incur a
\$10 Administration
Fee.)**

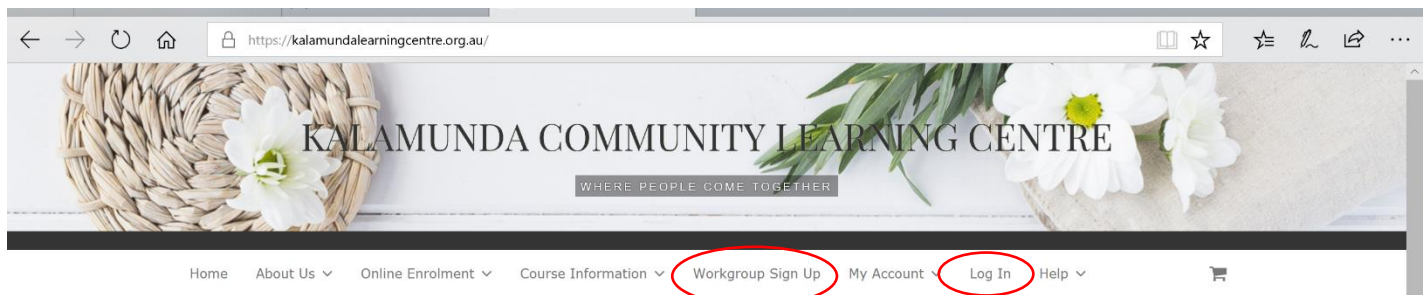
**OFFICE:
Jack Healey Centre
Corner of Mead St &
Canning Rd, Kalamunda**

Tel: 08 9293 2977

email: kclc@kclc.org.au

PO Box 116, Kalamunda 6926

www.kalamundalearningcentre.org.au



To register for a semester two Workgroup, go to <https://kalamundalearningcentre.org.au>

- Log In (you will need your email address & password)
- Go to 'Workgroup Sign Up'.
- View the workgroup you are interested in and Sign-up.
- **Confirm your choice at 'Sign Me Up!'**
- Log Out
- Put the date in your diary or calendar!



All members enrolled in full-time courses are required to register for a Workgroup. The requirement is to register for one workgroup only, irrespective of how many full-time courses the member is enrolled in.

There are many tasks available for selection, covering a wide variety of interests, skills and activity levels. Members who are only enrolled in courses as a Casual are not required to select a Workgroup, though many do as they enjoy contributing and being a part of the volunteer community.

The Learning Centre Workgroups are not a chore to endure, rather a wonderful way to contribute to this vibrant community of volunteers.



Administration

All members involved in the organization of the Learning Centre have been pre-registered for this workgroup. This includes: Executive committee, Assistant Coordinators, Reception Desk, Workgroup Leaders, Enrolment Team, Treasurer's Team, Computer Maintenance Team and other Administrative tasks that require a regular commitment. To check if you have been registered, log-in to the site, select Workgroup Sign Up, then scroll to the bottom of the page to view your registration.

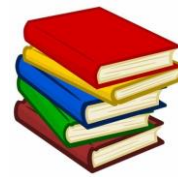
Administration Support

We are seeking members who can offer a weekly half day of administration support. The duties include office work, general administration duties, help at reception and visiting classes- or to be a general 'Person Friday'. It is important for these members to be confident with using a computer.



Administration Support Back Up (on call)

There are many administrative tasks to be done at the Learning Centre office and we frequently need to call on volunteers for specific tasks or for relief. We really need some members who are proficient with computers, but even if you are not and would like to help in some other capacity, we would welcome your assistance.



Book Covering – Book Club Sets

This is a task that can be done at home! You will be allocated a set of books to cover ready for the Book Clubs.

Centre Lunches - Bring a Plate

Supply a plate of finger food to supplement the food provided by the people attending. (Centre lunches are a 'bring a plate' affair but sometimes there isn't enough. Your contribution will help.) The lunches will be held at the Jack Healey Centre.



Centre Lunches - Prep, Serve and Clean Up

Set up dining room and prepare food as required. Serve food and drink buffet style. Clean up, wash dishes and put away glasses. The lunches will be held at the Jack Healey Centre.





Computer Assistance

As we delve further into digital technology, we would appreciate assistance in the following areas:

- Hardware maintenance
- Software assistance
- Digital Design



Class Secretary

In most classes we are seeking 2 class secretaries with different responsibilities:

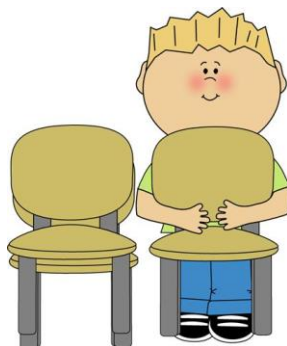
1. Class Roll: Responsible for recording attendances and absences each week and communicating necessary information to the class members. We request that these Class Secretaries have access to email and are confident with using a computer.

2. Rosters: Establish and oversee the morning or afternoon tea roster and a tea towel roster (each class will wash and return their tea towels each week). In some centres there may also need to be a roster for sweeping the floors after class.

Both these tasks require attendance at the majority of your class sessions.

Class Set Up/Pack Up

Each week, arrive early to class and if needed open the venue, set up the room and at the end of the session ensure the room is packed up appropriately and is clean and tidy. You may be called upon to pick up and/or return the key to the office and deal with the air conditioning and alarm. The extent of the duties of this role depends on the location of the class. For most classes there will be 2 people signed up for this workgroup so the task can be shared.



crèche



Creche Roster & Emergency Roster

Workgroup Leader: Debra Parkin

Help our wonderful creche staff to care for the children. You will be able to indicate the days of the week and times when you are available and the creche staff will contact you to arrange specific dates. NB Only parents of children in the creche or members with a current Working with Children Check card can register for either of these rosters. The creche is being held at the Kalamunda Church of Christ Monday, Wednesday and Friday mornings and at the Kalamunda Uniting Church Tuesday mornings.

Creche Roster Exemption

Parents or Grandparents who are enrolled in a course full-time and are registered to use the services of the creche can choose to pay \$5 per session to the creche staff rather than sign-up for the Creche Roster Workgroup. NB All full-time members who have children in the creche should be registered for either the roster or the exemption.

Enrolments - Online enrolments

Enrolling new and existing members online during enrolment week. Volunteers must have received training with the online programme or have confidently enrolled themselves online in previous semesters.



Enrolments - Cashiers

Be on the Cashier Desk during Enrolment week, processing cash and cheque payments.



Enrolments - Enrolment week support

There are a variety of tasks required to ensure the smooth running of enrolment week: Setting up, general support and catering. Please note that Computer Enrollers and Cashiers have separate signup pages.

Enrolments - Administration Week

During Administration Week volunteers are needed to help finalise enrolments, prepare reports, class and workgroup lists etc. General administrative assistance is also needed (not requiring computer skills).

General Meetings: Set Up

Set up tables & chairs for the AGM or General Meeting. Other responsibilities include: organise urn, mugs, tea & coffee and, tidy area after meeting. The General Meeting and the AGM are both held on Fridays.



Morning/Afternoon Tea Supplies

Be responsible for the morning or afternoon tea supplies in the venue you attend: tea, coffee and sugar. If they are running low call into the office at the Jack Healey Centre and collect the necessary supplies. Each class will wash and return their tea towels each week, but you will also need to check there are adequate spare ones. This task will be for one term.

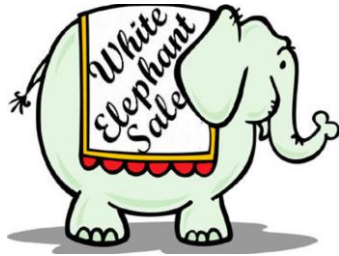


Open Day: 7th June

Workgroup Leader: Bill Wolstenholme

There are numerous opportunities to be a part of our vibrant Open Day:

- Book Stall
- Clean Up
- Exchange/Plant Stall
- Raffle Sales
- Set Up & Pack Up
- White Elephant Stall
- BBQ
- Café:
 - Catering: Provide Cakes, Slices or Scones
 - Cashier
 - Serving



Photography

Workgroup Leader: Elie Daniel

Photograph events: e.g. Centre lunches, Open Day and Special Talks.

Photograph groups, individuals and activities associated with the event.

Digital photos required.



Reception Desk Back-Up

Workgroup Leader: Coral Simmonds.

Be available for back up or assistance at the Reception Desk. This task involves answering the phone, taking payments for casual members and other general duties. It is preferable for you to be confident in using a computer and have had at least one session sitting in with and assisting one of our regular reception desk volunteers.



Social Media Promotion

We require a member who is confident and competent with social media, in particular Facebook, to spread our news.

Special Talks – support

Venue Set-Up: Set up venue room (move tables and set out chairs), help with afternoon tea and clear up.

Technical Support: Set up audio visual equipment and ensure it works throughout the talk.

The dates for the special talks have not yet been arranged. They are usually held on a Wednesday. You will be contacted to ascertain your availability for each event.



Health Exemption

Workgroup Exemptions are given to members in ill-health or with a disability which prevents them from volunteering in any capacity. Please note that there are many workgroups which do not require a large degree of physical activity. Old age is not regarded as ill health – our oldest volunteer is well over 96!

If you register for this option, you may be contacted to validate your exemption.

(If you were registered for a long-term health exemption last year, you will not need to reregister for this.)