

# KALAMUNDA COMMUNITY LEARNING CENTRE WORKGROUPS

2021, Semester 1



Workgroup registrations open 18<sup>th</sup> January

[www.kalamundalearningcentre.org.au](http://www.kalamundalearningcentre.org.au)

## Semester One 2021

All members who have enrolled in a course full-time must be registered for a workgroup.

Online enrolments  
open:

9.30am 2<sup>nd</sup> February  
to  
9.30am 8<sup>th</sup> February

In person enrolments

KCLC Centre  
Enrolment week  
Tues. 2<sup>nd</sup> - Fri 5<sup>th</sup> Feb.  
9.30am – 2pm

*Enrolments will be closed  
8<sup>th</sup> – 12<sup>th</sup> February for  
administration purposes*

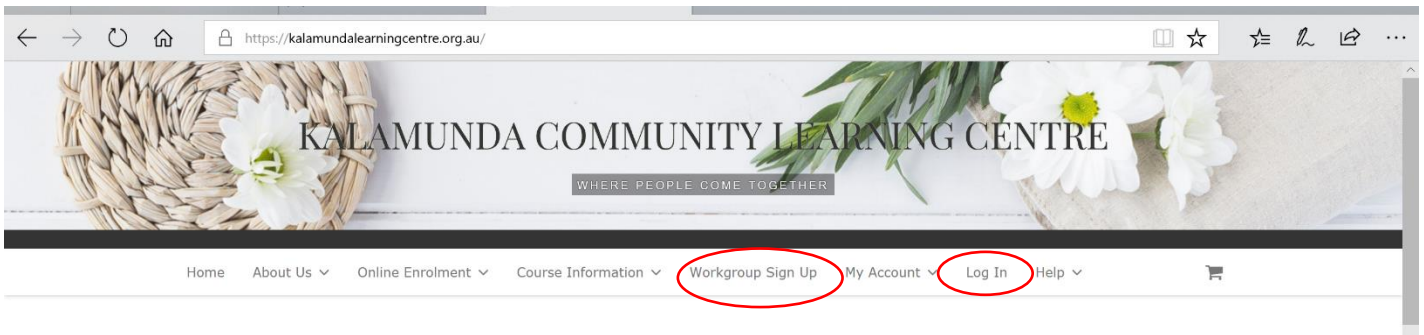
*Workgroup registrations  
are open online at all  
times following 18<sup>th</sup> Feb.*

OFFICE:

Tel: 08 9293 2977

email: [kclc@kclc.org.au](mailto:kclc@kclc.org.au)

PO Box 116, Kalamunda 6926



To register for a 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.**



Meet Linda Jones, our Workgroup Administrator.

*Hopefully, you will not hear from her during the semester as you will have dutifully registered for your workgroup and diligently fulfilled your responsibilities!*

# 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 - 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.

## At Home Morning Tea

We're hoping to have a Welcome Back morning tea, provided the new centre is ready for us. All members will be invited to drop in for a cuppa, a nibble, a catch up and a look around the new facilities 10am - 12pm. We will need volunteers to bring in plates of finger food, serve and clean up.

## 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. [This workgroup is full \(the task has been completed\).](#)



## 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.)



## Centre Lunches - Prep, Serve and Clean Up

Set up dining area and prepare food as required. Serve food and drink buffet style. Clean up, wash dishes and put away glasses.



## Class Secretary

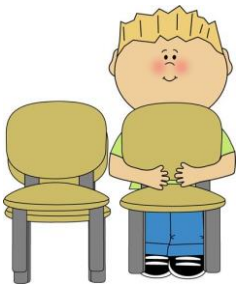
Responsible for recording attendances and absences each week and communicating necessary information to the class members.



Establish and oversee the morning or afternoon tea roster.

We request that Class Secretaries have access to email and are able to attend the majority of their class session. It is preferable for this role to be taken by someone who is not new member.

## Class Set Up/Pack Up



There will be a Set Up /Pack Up volunteer for each course. This person is NOT responsible for cleaning and packing up by themselves. They will ensure all class members assist with setting and packing up, and the room is

left as it was found, in a clean and tidy state. This may mean establishing a roster for cleaning the floor etc.

## Centre Care

Center Care: Kitchen

Centre Care: Toilets

Various cleaning and maintenance duties which are carried out once per week for one month.

NB The Toilets duty will only involve checking toilet paper supplies etc. – not cleaning toilets!

We are also seeking a Leader for this Workgroup: this would be a full year commitment.



## Clean Up Day

At the end of each semester the Centre needs a spruce up with various cleaning activities for the halls, rooms, craft room, kitchen and creche. Tasks are allocated as required on the day: 18th June.



## Computer Assistance

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

- Hardware maintenance
- Software assistance
- Digital Design



crèche



## Creche Roster & Emergency Roster

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.

## 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.

## Creche Yard Maintenance

Weeding around play area, raking sand, general tidying. You will be contacted to arrange a day and time which is suitable for you.



## 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.

## Enrolments - Administration Week

During Administration Week volunteers are needed to help with photocopying, filing, setting up the Centre etc.

## General Meetings: Morning Tea

Prior to the commencement of each of our General Meetings (including the AGM) we will be having a morning tea as they are proving very popular! We are seeking volunteers to either bring in a plate of food, or help prep, serve and clean up.



## General Meetings: Set Up

Set up tables & chairs for the AGM or General Meeting and pack away after meeting. The General Meeting and the AGM are both held on Fridays.



## Library

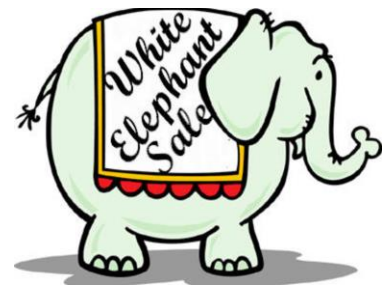
You will be contacted by the Workgroup Leader to arrange a day and time that is suitable for the following tasks:  
Check all books have been returned,  
tidy and clean shelves in library area.  
Other duties may include covering books or filing.



## Open Day: 6<sup>th</sup> June

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

Photograph events: e.g., Centre lunches, Open Day and other special events. Photograph groups, individuals and activities associated with the event. Digital photos required.



## Reception Desk Back-Up

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.



## Reserve Task Force

If you are unable to find a workgroup that suits your circumstances, you may register for the Reserve Task Force. You will need to indicate what your skills sets are and there is an expectation that you will readily assist when called upon.

## 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 centre would not be able to operate if all those of a more mature age opted out!

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.)*

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## 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. You will be contacted to ascertain your availability for each event.

