

Kalamunda Community Learning Centre

Learning Through Sharing

Workgroups

2023, Semester One



Workgroup registrations open online
Sunday 15th January

www.kalamundalearningcentre.org.au

Semester One 2023

All members who have enrolled in a course full-time are required to register for a workgroup.

Online enrolments open
9.30 am Tuesday, 31
January - 12 pm Tuesday,
7 February.

In person enrolments at
KCLC Centre: 9.30 am
Tuesday, 31 January - 2
pm Friday, 3 February.

**Workgroup
registrations are open
online at all times from
Sunday 15 January.**

OFFICE:

Tel: (08) 9293 2977

Email: kclc@kclc.org.au

PO Box 116
Kalamunda WA 6926

All members enrolled in full-time courses are requested 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.

Members who are 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.

You are required to register for a work group each semester.

With almost 900 tasks available for selection (some only take one hour of your time), there should be something to suit all interests, skills and activity levels

If you can't find anything suitable or you have any questions or need some help, please call into the office or email workgroups@kclc.org.au

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

This brochure gives a general overview of workgroups. Further information on dates and times are available on the Workgroup Sign Up page on the website.

For instructions on how to sign up for a workgroup, please see the back cover of this brochure.

Administration

All members involved in the organisation 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 on to the site, select My Account then Workgroups to view your registration at the bottom of the page.

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 the reception desk - or to be a general 'Person Friday'. It is important for these members to be confident with using a computer.



Centre Lunches: Bring a Plate

Supply a plate of finger food to supplement the food provided by those attending. Centre lunches are a 'bring a plate' affair but sometimes there isn't enough. Your contribution will help. (If you are staying for lunch, you will need to provide 2 plates of food).



Either Friday 17, March or Friday, 9 June.

Centre Lunches - Prep, Serve and Clean Up

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



Either Friday 17, March or Friday, 9 June.

Class News

The Class News Volunteer is



responsible for writing a small piece for Centre talk at some stage during Semester One. You will share a class activity or description of what happens in the class. This can include photographs of class projects or activities. You will then need to email it to: centre_talk@kclc.org.au It will be shared when there is space in the newsletter and help to keep us all connected with what is happening in the Centre.

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 can attend the majority of their class sessions.



Class Set-Up/Pack Up

Some classes require a designated member to ensure the room is set up appropriately. This may involve opening or closing the dividing screens, moving mahjong tables etc.

Centre Care Kitchen

Various duties such as refilling tea, coffee, sugar containers and cleaning which are carried out once per week for one month.



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:
Friday, 23 June

Computer Assistance

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

- Hardware maintenance
- Software assistance
- Digital Design



Creche 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. If you require a Working with Children Check Card, the Centre will pay for this.



Enrolments - Cashiers

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



Enrolments – Catering

Assist with morning teas and lunches for the volunteers



Tuesday or Wednesday of Enrolment Week

Enrolments – General support

There are a variety of tasks required to ensure the smooth running of enrolments and during administration week: Setting up, general support, photocopying, filing etc.



First Aid Team Member

First Aid Team Members are required to be on call in the Centre. Members will attend the class they are enrolled in as usual but be available to be called on in case a member needs first aid intervention. Our hope is that each member will only be scheduled to be on call once each week for the semester, but this will depend on the number of volunteers who sign up for the team. We also hope you will never be called on!



Gardening

Mainly involves weeding for this semester. The workgroup leader will contact those registered, to organise a date. The weeding busy bees will be held on either a Wednesday or Friday morning 9.15 – 10.30 am. Please bring your own gardening gloves, rake etc. At the bottom of the sign-up sheet please indicate which day would most likely suit you: either Wednesday or Friday.



General Meetings

Set up tables and chairs, serve tea and clear away for the AGM on **Friday, 24 March** or the General Meeting on **Friday, 2 June**.



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 the library area and the library trolley. Other duties may include covering books or filing.



Office Cleaning

Choose one morning at 10.30 am to do a light dust and quick vacuum with the Dyson stick. Though the preference is Friday, this can be any morning that works for you.



Photography

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



Reception Desk Back-Up

Be available for backup or assistance at the Reception Desk. This task involves answering the phone, taking payments for creche or casual tickets and other general duties.

Though not essential, it is preferable for you to be confident in using a computer and be willing to have at least

one session sitting in with and assisting one of our regular reception desk volunteers.



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 audiovisual 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.



Reserve Task Force

If you are unable to find a workgroup that suits your circumstances, you may register for the Reserve Task Force. Perhaps you have a special skill that the Centre could benefit from. To register, **you will need to come into the Centre during Enrolment** 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 that 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 want to register for this option, **you will need to contact the Centre during Enrolment Week.** *(If you were registered for a long-term health exemption last semester it will show at the bottom of the Workgroup Signup page and you will not need to reregister.)*

Verandah Cleaning

Blow vacuum and hose down *either* the creche yard or the craft room courtyard and other small verandah.

You will only be required to do either of these two tasks twice in the month you choose. Dates are available on the website.



The creche has a blower vacuum available but the other areas require that you bring one please.

Welcome back Morning Tea

This will be at the Centre 9.30 am – 11.30 am, **Monday, 23 January**. Volunteers are required to help set up and pack away tables and chairs or to serve tea and wash up or to provide a plate for morning tea.



Workgroup Leaders

We need workgroup leaders in a number of areas, including:

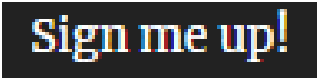
Clean Up Day: Friday, 23 June: Check that there will be adequate volunteers to carry out tasks, check cleaning supplies, (purchased by the Centre), supervise on the day.

Kitchen Care: Check that there will be adequate volunteers (one person per kitchen once a week for a month), monitor kitchen area and check that volunteers have signed off on completion. Advise the Kitchen Coordinator of any issues.

Verandahs: Three small areas to be cleaned with a blower vac and hosed down twice a month. Check that there are adequate volunteers to carry out tasks, monitor verandahs and check that volunteers have signed off on completion.



To register for a Workgroup please go to
www.kalamundalearningcentre.org.au

1. **Log In:** You will need your email address & password. (Forgotten your password, click on **'Lost your password'** on the log in page).
2. Go to **'Workgroup Sign Up.'**
3. **View and sign up** for the workgroup you are interested in and **Sign up.**
4. Confirm your choice by clicking 
5. Log Out

