



Learning Through Sharing

Workgroups

Semester Two 2023



Workgroup registrations open online

Saturday 1 July 2023

www.kalamundalearningcentre.org

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

Workgroup registrations are open online at all times from
Saturday 1 July 2023

Course Enrolments

Online enrolments open
9.30 am Tuesday 18 July -
12 pm Tuesday 25 July.

In person enrolments at
KCLC Centre: 9.30 am
Tuesday 18 July – 2 pm
Friday 21 July.

Classes commence
Monday 31 July 2023

OFFICE:

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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 13 October or Friday 3 November.

Centre Lunches Prep, serve & 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 13 October or Friday 3 November.

Class Secretary

Responsible for recording attendances and absences each week and communicating necessary

Clean-Up Days

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:
Thursday or Friday 21 and 22 September or Monday 4 December.



Computer Assistance

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

- 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. Please ask for a Working with Children form from the office.

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.



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 General Meeting on **Friday 18 August** or **Friday 17 November**.

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



Lost Property

Once a month check the lost property box in the Office and try to contact owner by putting a photo in the Newsletter or rehome items that have been there for several months



Office Cleaning

Choose one Friday morning at 10.30 am to do a light dust and quick vacuum with the Dyson stick. The Office is generally quiet at this time.



OPEN DAY

Sunday, 10 September

Book Stall

Do you love working with books!

- Sort/prepare books ready for sale **Friday 8th**
- Book stall set up Saturday 9th and **Sunday 10th**
- Book stall staff to sell books then pack away on **Sunday 10th**



Open Day Café on Sunday 10th



Assist at Open Day by providing cakes and scones or by preparing, serving and cleaning up.

Open Day Car Parking

Choose a 90-minute slot between 9.30 am - 2 pm to direct cars into parking spaces during Open Day. You will be provided with a fluoro jacket and walkie talkies.



Open Day Pack Up & Clean Up

Help with jobs at the conclusion of the Open Day Sunday 10th September.



Open Day Members' Market

KCLC Members use this opportunity to sell items they have made in the classes at the Centre or at home

It is a focal point for getting a homemade art and craft item or local produce. Help to set up and staff the Open Day Market Stall.



Open Day Reception

.Answer questions for visitors on Open Day. Use the Card Reader to allow larger items to be paid for. Write receipts for any Card Reader transactions.

Set up tables, screens etc in readiness for Open Day

This help will be needed on Saturday 9th.

Selling Raffle Tickets

At Open Day Sunday 10th

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.



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.

Special Talks – Support

Set up Hall on a Friday afternoon. Tables might need to be moved and chairs will need to be set out and packed away. Afternoon tea will need to be set out and cleared away, at the end of the session. Talks are on some Friday afternoons. Please see website for dates.



Thank you dinner

Thursday 23 November

There are 30 positions available to help at the Annual Dinner which is held to thank those volunteers who go over and beyond their work group commitment. Choose from:

- Bar service
- Wait staff
- Set-up
- Clean-up or Kitchen Duties.
- Provide home cooked hors d'oeuvres and chocolate slice.
- We require a reserve team who can be called on for any one of the following tasks:
wait staff, kitchen duties, bar service.
- We require a volunteer to assist with the washing the tea towels. Pick up Friday the 24th of Nov.

Further details are on the website under Workgroup Sign-Up.

Health Exemption

Workgroup Exemptions are given to members in ill-health or with a disability preventing them from volunteering in any capacity. Please note there are many workgroups that don't require much 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



Blowervac the outside verandahs and Craft Courtyard areas. This can be done on any day.

We ask that you do it twice for the month you are signed up.

OR



Creche area. Use the small battery powered blower provided to clear the floor of the storeroom and continue to blow the playground area. Then hose down the outside play area. (all equipment provided) Liaise with the Creche for a time and day that suits you both.

Workgroup Leaders

In order for the Centre to function smoothly we need leaders to take on that little bit extra to ensure that things are organised.

These jobs have had a single Leader in the past but we are open to a duo, as has happened with Centre Lunches. Please discuss this with a Coordinator, Pam or Mary.

Further details and current vacancies are listed on the website.

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 **Sign me up!**
5. Log Out
6. Put the date in your diary or calendar!

Thank you for your valued contribution to the successful running of our Learning Centre

