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Learning Through Sharing

Workgroups

Semester One, 2024



Workgroup registrations open: Sat 20 January 2024

Online enrolments open:

9.30am Tue 30 January to 12pm Tue 6 February

In person enrolments open:

Tue 30 January to Fri 2 February, 9.30am to 2pm

Classes commence: Monday 12 February 2024

Kalamunda Community Learning Centre

Kalamunda Community Centre, Crescent Road, Kalamunda

All correspondence to: PO Box 116, Kalamunda WA 6926

T: 08 9293 2977 **E:** kclc@kclc.org.au



www.kalamundalearningcentre.org.au

All members enrolled in a full-time course 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.

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 workgroup 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

KCLC 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. For further information on workgroups that are available, dates and times please go to 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.



Workgroup Leaders

In order for the Learning Centre to function smoothly, we need leaders to take on that little bit extra to ensure that a particular workgroup is organised.

These jobs have had a single leader in the past but we are open to a duo, as has happened very successfully with Centre Lunches.

Many workgroups such as Photography, Gardening, Library, Desk Staff and Centre Lunches are running smoothly due in no small part to the Workgroup Leaders who organise and coordinate. If a workgroup still has a vacancy for a leader, this is indicated under the particular workgroup in this brochure or is listed on the website. Please go to 'Workgroup Sign' then WORKGROUP LEADER VACANCIES.

Whilst Open Day isn't until September, two Workgroup leaders are required to train with Bill who is retiring from the position after many years organising this very successful event. Bill will give you all the advice you need in the role.

Other opportunities to help as a Workgroup Leader will come along, so please check the website for vacancies and of course Centre Talk.

Fundraising is a new Workgroup and promises to be a very important one. We encourage Members with ideas and organisational skills to sign up either as a leader for a fundraising project or to participate in any capacity.

Workgroup Leaders can liaise with the Office Manager during the course of their tasks.

If you would like some more information before signing up as a Workgroup Leader, we encourage you to talk to Pam, Mary or a Coordinator who will all be more than willing to give you the information and advice you need.

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 website, 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 or to be 'on-call' if required for a particular project. 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 two plates of food).

Once a term on a Friday. Please check website for dates.



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.

Once a term on a Friday.

Please check website for dates.



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.



Just once a term, write a short piece of news about your class, perhaps with a photo.

This will be included in the KCLC newsletter 'Centre Talk' and can be submitted by email to the Editor at C_T_Editor@kclc.org.au

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. Please note that

general shifting of desks and chairs before

class is not a workgroup.

(Centre) Kitchen Care

Various duties such as refilling tea, coffee, sugar containers, wiping fridges or shelves which are carried out once per week for one month.



Clean-Up Days

At the end of term, 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.



Last Thurs & Fri of each term.

Plus

Workgroup Leader required:

Trainee to work with Rosemary how days work and to organise days in future.

Computer Assistance

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

- Software assistance
- Digital Design



Creche Roster

crèche



Help our wonderful creche staff for the children. You will be able to indicate days

and times you are available. Creche staff will contact you to arrange specific dates. Please note that only parents of children in the creche or members with a current Working with Children Check Card can register for these rosters. If you require a Working with Children Check Card, KCLC will pay for this.

Working with Children forms available 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 weeding for the semester. The workgroup leader will contact those registered to organise a date.



Weeding busy bees will be held either a Wednesday or Friday morning 9 am – 10.30 am – dates to be advised. Please bring your own gardening gloves, rake etc. At the bottom of the sign-up sheet please indicate which day would suit you: either Wednesday or Friday.

General Meeting and AGM

Various tasks. Set up tables and chairs; supply a plate; serve tea and clear away.



General Meeting on Friday 22 March
AGM on Friday 7 June.

Plus

Workgroup Leader required:

to supervise set up and pack up – dates above.



Fundraising

We welcome members who can organise fundraising projects and also those who can assist in any capacity. This new and essential workgroup will be involved in raising necessary funding for the Learning Centre to perhaps purchase that piece of equipment, help the Creche or to cover the costs of an event for our volunteers. There will be opportunities to help in various ways, from Team Leader for a specific project to setting up or collecting money or even coming up with fundraising ideas. Please have a look at Workgroups under Fundraising to add your name.

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, 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 re-home items that have been there for more than three 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.

Photography

Take photos at events: e.g., AGM, Centre lunches, Special Talks and , other special events. Photograph groups, individuals and activities associated with the event. Using a phone to take photos is fine. The photos are required digitally.



Publicity:

Workgroup leader required:

Can you use Facebook? Maybe you know of other ways to promote KCLC and would be willing to spread the word for us.



Reception Desk Back-Up

Be available for backup or assistance at the Reception Desk either a morning or afternoon. Please indicate days you would be available when you sign up.



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. You will not be on your own as there are always two volunteers on Reception.

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, please go to Workgroup Sign Up on the website and describe your skill and availability. 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.



Plus:

Workgroup Leader required:
Special Talks Facilitator.

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. The Centre couldn't 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 again.)



Verandah Cleaning

Blowervac the outside verandahs and Craft Courtyard areas. This can be done on any day. We ask that you do it once 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.



Plus:

Workgroup Leader required:

To check the roster at the Desk to ensure that Members have completed their job and signed off.

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. Find the workgroup you are interested in – click **View and Sign up**. Read the description for the workgroup.
4. Look for a vacancy – click **Sign Up**
5. Final step - click on **Sign me up!**
6. Log Out
7. Put the date in your diary or calendar! You will receive a reminder email seven days before your workgroup date.

Need help – let us know!!!!

Thank you for your valued contribution to the successful running

