



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

Learning Through Sharing

Workgroups

Semester Two, 2024



Workgroup registrations open: Saturday 6 July 2024

Online enrolments open:

9.30am Tuesday 16 July to 12pm Tuesday 23 July

In person enrolments open:

Tuesday 16 July to Friday 19 July, 9.30am to 2pm

Classes commence: Monday 29 July 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

Please see last two pages for information on the workgroup commitment and for instructions on how to sign up. Thank you.

Workgroup Leaders Required

Vacancies exist for 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. The following Workgroups require a Leader.

Clean Up Days Kitchen and Creche

On last two days of term Thurs and Fri 19 and 20 September and Thurs and Fri 28 and 29 November.

Centre Presents Special Talks: Leader (Teas)

Check those signed up know what needs to be done and stay for the talk then supervise pack up.

General Meetings

Supervise those signed up to set up room and teas.

Kitchen Care

Check the roster is working and members are doing their tasks. Liaise with Mary.

Open Day

Two members needed to work with the Open Day Coordinator, Bridget to organize our biggest day of the year.

Publicity

Distribution of flyers/posters.

Further information under the specific workgroup in this brochure and on the website under Workgroup sign ups WORKGROUP LEADER VACANCIES

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.

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). **Friday 16 August or Friday 11 October.**

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.

Friday 16 August or Friday 11 October.

Centre Presents Special Talks

Set up Hall on a Friday afternoon. Tables might need to be moved and chairs 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 Leader to explain to helpers what to do for tea, set up and clear away.*

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. Please note that general shifting of desks and chairs before class is not a Workgroup.



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 19 and 20 September or Thursday and Friday 28 and 29 November.

Plus: Two leaders to supervise team of helpers clean the kitchen and creche.



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.

Desk Reception 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. You won't be left on your own!!

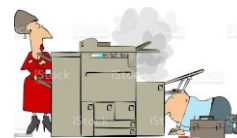


Enrolments – Catering

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.



Fundraising Containers for Change



Helpers needed to collect cans from the bin in the foyer, pack into green bags and take to the Recycling Exchange Depot at 9 Webster Rd, Forrestfield

before 4 pm. Available dates under Workgroup Sign Up on website.

General Meetings

Set up tables and chairs, serve tea and clear away for the General Meeting on Friday 1 November. **Plus Leader to supervise teas, set up and clear up.**

Kitchen Care

Various duties such as refilling tea, coffee, sugar containers and cleaning which are carried out once per week for one month. **Plus: Leader to check roster is working and members are doing tasks. Liaise with Mary.**



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 8 September

Open Day Book Stall Organisers

Do you love working with books!

- Sort/prepare books ready for sale **Friday 6th**
- Book stall set up **Saturday 7th** and **Sunday 8th**
- Book stall staff to sell books then pack away on **Sunday 8th** .



Open Day Café

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



Open Day Café Soup Preparation

On **Thursday 5th** or **Friday 6th** September prepare a soup in the Centre's kitchen. Large soup pot and ingredients required.

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 Members' Market

KCLC Members use this opportunity to sell items they have made in classes at the Centre or at home. It is a great way to get a homemade art and craft item or local produce. Help to set up and staff the Open Day Market Stalls



Open Day Pack Up & Clean Up

Help with jobs at the conclusion of the Open Day Sunday 8 September.

Sell Raffle Tickets

At Open Day **Sunday 8th**



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.



Open Day White Elephant Stall

Helpers needed to:

- Sort and price items on **Friday/Saturday 6th** and **7th**.
- Take money and pack away on **Sunday 8th**.



Plus, two members to work with the Open Day Coordinator to help organise.

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.



Publicity

Work with the Website Editor/Communications to distribute flyers and posters.

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.

Verandah Cleaning



Blow vac 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



The Creche area. Use the small battery powered blower provided to clear the floor of the storeroom and continue to blow vac 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

Thank you dinner

Thursday 21 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 washing the tea towels. Pick up Friday the 22 November.

Further details are on the website under ***Workgroup Sign-Up Thank you Dinner.***

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.)*

All members enrolled in a full-time course 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.

There are many tasks available and there should be something to suit all interests, skills and activity levels. Some only take an hour of your time while others may require a half day a week. It's up to you! If you can't find something 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.

Further information on dates/times is available on the Workgroup Sign Up page 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. **CLICK ON 'Workgroup Sign Up'** at top of page.
3. **CLICK ON 'View & sign-up'** for the workgroup you are interested in then **CLICK ON 'Sign up'** complete your details.
4. Confirm your choice **CLICK ON** **Sign me up!**
5. Log Out.
6. Add date to your diary or calendar but we'll send a friendly reminder.



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