



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

Learning Through Sharing

Workgroups

Semester One, 2025



Workgroup registrations open: Thu 16 January 2025

Online enrolments open:

9.30am Tue 4 February to 5pm Mon 10 February

In person enrolments open:

Tue 4 February to Fri 7 February, 9.30am to 2pm

Classes commence: Monday 17 February 2025



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 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 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 something 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, Library, Desk Staff and Centre Lunches are running smoothly due in no small part to the Workgroup Leaders who organise and coordinate.

We currently have the following Workgroup Leader vacancies; further details are listed under the particular workgroup in this brochure and on the website: 'Workgroup Sign' then WORKGROUP LEADER VACANCIES:

Clean Up Days

Work with Rosemary: learn how days work & organise days in future.

General Meetings

Supervise those signed up to set up room and teas.

Kitchen Care

Follow up on emails and those jobs not being done.
Print monthly sign off sheets. Training provided.

Centre Presents

Train with Margaret next semester to learn how to organise Special Talks which are held on a Friday generally once a term.

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

Workgroup Leaders can liaise with the Workgroup Manager, Mary Kowalski, during their tasks.

If you would like some more information before signing up as a Workgroup Leader, we encourage you to talk to 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.

Art Workshops Support Team



We are seeking five members to work with the Project Leader to help organise the Art Workshop Programme which will be

held during **Winter in the Centre 2025**.

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 the website for dates and information.



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 the website for dates.



Centre Presents Special Talks - Support



Set up the Hall on a Friday afternoon. Tables might need to be moved, 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 once a term. Please see website for dates.

Plus:

Trainee Workgroup Leader required to eventually take over the role of organising and overseeing Special Talks. All assistance given.

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 designated members 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 term, the Centre needs a spruce up with various cleaning activities for the

rooms and kitchen. Tasks are allocated as required on the day.

Last Thursday and Friday of each term.

Plus

Workgroup Leader required:

Assistant trainee to work with Rosemary; learn how days work and organise days in future.

Creche Roster



Spend two or more mornings child-minding in our beautiful creche. In Term 1 there may be anywhere from one to three children, aged 14/16 mths. In term 2 we look forward to adding an eight-week-old baby. Volunteers will not change nappies – parents will be called from class to take care of toileting. Start time 9.00 am set up, finish by 12.00. Please select two dates (or more). You need a Working with Children Check card, or receipt from a recent application. Information and WCC application forms available at Reception. KCLC will reimburse the application fee to you.



Enrolments – Catering

Assist with morning teas and lunches or provide a plate or soup for the enrolment

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.

General Meeting and AGM



Various tasks. Set up tables and chairs; supply a plate; serve tea and clear away. General Meeting on **Friday 28 March** and AGM on **Friday 6 June**.

Plus

Workgroup Leader required:

Supervise those signed up to set up and serve morning tea.

Fundraising Containers for Change



Helpers needed to collect cans from the bin in the foyer, pack them into green bags and take them to the Welshpool Depot at 53 Felspar Street before

4 pm. Phone: **0400 848 658** Available dates under Workgroup Sign Up on website.

Kitchen Care

The Kitchen Care workgroup involves a variety of maintenance duties which need to be done weekly to keep our kitchen areas clean and useable. When you sign up for this task you will receive a reminder a week before the start of the month and are expected to carry out the duty once a week for that month. In most cases you can do your task on a day of your choice, unless otherwise specified



Plus

Workgroup Leader required:

Follow up on emails and those jobs not being done. Print monthly sign off sheets. Training given.

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 the 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 vacuum stick. The Office is usually 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. Photos are required digitally. The workgroup leader will provide information.

Publicity:



Maybe you know of other ways to promote KCLC and would be willing to spread the word for us by distributing flyers and posters in the community. Material will be supplied to you.

Reception Desk Back-Up



Be available for backup or assistance at the Reception Desk either morning or afternoon. Please 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 at 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.

Verandah Cleaning

Blowervac the outside verandahs and Craft room Courtyard areas. This can be done on any days that you choose but we ask that you do it twice for the month you are signed up.



Health Exemption

Health 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 register again.)

Long Service Exemption

If you are over 80 years of age and feel that this hinders you from carrying out a workgroup, you can ask for Long Service Exemption. So many tasks require very little time or effort, so *we strongly encourage* you to complete a workgroup even if you are of a more mature age as this is so important to the running of our Centre and helps keep fees down for you, our members.

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' (see the above illustration).
3. Find the workgroup you are interested in: click [View Task](#)
Read the description for the workgroup.
4. Look for a vacancy – click [Available](#)
5. Check your details are correct. 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.

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

