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course full-time are
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for a workgroup.

Learning Through Sharing

Workgroups

Semester Two, 2025



Workgroup registrations are now open

Online enrolments open:

9.30am Tue 22 July to 5pm Mon 28 July

In person enrolments open:

Tue 22 July to Fri 25 July, 9.30am to 2pm

Classes commence: Monday 4 August 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, 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 Required

Clean Up Days Kitchen

On Thursday or Friday 25 and 26 September Thursday or Friday 4 and 5 December.

General Meetings

Supervise those signed up to set up and teas

Open Day

Two Members needed to work with the Open Day Coordinator, Bridget on our biggest event of the year Open Day in September. For example, help coordinate the White Elephant Stall.

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 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).

Either Friday 22 August or Friday 17 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.



Either Friday 22 August or Friday 17 October.

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 the 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: Choose one day. Thurs or Fri 25 & 26 September or Thurs or Friday 4 & 5 Dec



Plus: one leader to supervise team of helpers clean the kitchen.

Creche Roster

Help mind a small number of children in our well-equipped creche, while their parents enjoy two hours pursuing their own interests at the Centre. This semester we will have four children. Volunteers are running the creche. Two members have arranged to share the semester and need another two people each week to join them so that there are always three minders on duty. **NB** 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, the Centre will pay for this. Please ask for a Working with Children form from the office.



Containers for Change

Helpers needed to collect the donated bottles and cans from the green recycling bins located in the craft room courtyard. Pack into green bags and take to one of the nearby depots for recycling. Once a week for one month. Various dates available on the Workgroup sign up page.



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.

General Meetings



Set up tables and chairs, serve tea and clear away on **Friday 19 September or Friday 7 November**. *Plus Leader to supervise teas, set up and clear up.*

Kitchen Care

The Kitchen Care workgroup involves a variety of tasks 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. *Please sign blue folder at Reception on task completion.*



Library

The Centre has two small libraries for members' use. Each morning the trolley is taken from the storeroom and put in the passageway. The doors to the library opposite Reception are opened and then closed at the end of the day and the trolley is wheeled back to the storeroom. Covering books is another job each semester.



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 21 September

Helpers Needed

Bargain Box/White Elephant

- Sort and price items on Friday/Saturday 19th and 20th
- Take money and pack away on Sunday.



Open Day Book Stall



Do you love working with books!

- Friday 19th Sort/prepare books ready for sale.
- Saturday 20th and Sunday 21st Book stall set up.
- Sunday 21st Book stall staff to sell books then pack away on

Sell Raffle Tickets

At Open Day Sunday 21st



Open Day Café Sunday 21st

Provide cakes and scones or help with 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 21st September.

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 homemade art and craft items or local produce. Help to set up and/or staff the Open Day Market Stalls.



Plus two members to assist Bridget, the Open Day Coordinator to organise the event.

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:

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



THANK YOU DINNER

Thursday 27 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.
- 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 28 November.

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

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.

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.



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. Research has shown the many health benefits of being involved in a volunteering capacity at any age.

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.)

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 illustration above).
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.
8. **Thank you for your valued contribution to the successful running of our Learning Centre**

