

**All members who
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course full-time are
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for a workgroup.**

Learning Through Sharing

Workgroups

Semester Two, 2026



Workgroup registrations are now open

Online enrolments open:

9.30am Tue 21 July to 5pm Mon 27 July

In person enrolments open:

Tue 21 July to Fri 24 July, 9.30am to 2pm

Classes commence: Monday 3 August 2026

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

Clean Up Days: Leader to Supervise

Tables/Chairs and Kitchens: Thursday 24 September and Thursday 3 December

General Meetings

Supervise those signed up to set up and serve teas: Friday 11 September

Open Day

Two Members needed to work with the Open Day Leader, Bridget, on our biggest event of the year Open Day on Sunday 20 September. For example, help coordinate the White Elephant Stall.

If you are interested in any of the above positions or you would just like a little more information, please email Mary the Workgroups Manager: workgroups@kclc.org.au

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 Lunch: 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 23 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 23 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

The Centre needs a spruce up with various cleaning activities for the halls, rooms, craft room, kitchen and creche.



Clean-up tables and chairs either Thursday 24 September or Thursday 3 December. Time: 11.30 am

Clean-up days Kitchens either Thursday 24 September or Thursday 3 December. 11.30 am
Choose one job on one day.

Plus: If you are interested in leading a team of helpers on Clean-up days, please email Mary: workgroups@kclc.org.au

Creche Roster

Join us for one or two mornings in our spacious and wonderfully equipped crèche, minding and playing with a very small number of babies and toddlers while their parents are in classes at the Centre - enjoying a very welcome "child-free" break. No nappy changing or help with toileting is involved.

Wednesday mornings from 14 October with Sue as volunteer leader.

Thursday mornings from 6 August with Katherine as volunteer leader.

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 are available on the Workgroup sign up page.



Enrolments – Catering

Assist with morning teas or lunch for the enrolment team or **Provide a Plate**. Choose one job on one day Tuesday to Friday of enrolment week.
21 – 24 July.



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, clear away or **Bring a Plate**.

Friday 11 September.



Plus Leader to supervise teas, set up and clear up at General Meeting. For leader position please email Mary: workgroups@kclc.org.au

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 moved from the storeroom to the passageway. The doors to the library opposite Reception and the Craft Room are opened each morning and 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 20 September

Helpers Needed

Bargain Box/White Elephant

- Sort and price items on Friday/Saturday 18 and 19th
- Take money and pack away Sunday.



on

Open Day Book Stall

Do you love working with books!



Thurs 17th Sort/prepare books ready for sale.

Saturday 19th and Sunday 20th Book stall set up.

Sunday 20th Book stall staff to sell books then pack away.



Sell Raffle Tickets at Open Day



Open Day Café Sunday 20th

Provide cakes and scones or Soup 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 Open Day Sunday 20 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 with organising the event. See page 1 'Workgroup Leaders'

Photography

Photograph events: e.g., Open Day, Centre lunches, Special Talks and other special events. Photograph groups, individuals and activities associated with the event. You can use your phone - 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



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.



Speakers spot

Previously 'Centre Presents' is a series of one-off special talks that anyone, members and non-members, are welcome to attend. Please check the website for any upcoming talks and workgroup openings. Tasks would include setting up the hall on a Friday afternoon. Tables and chairs might need to be moved and packed away.

THANK YOU DINNER Thursday 26 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 27 November.

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

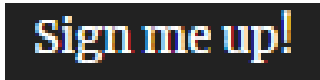
Long Service Exemption

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 
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**



Updated 15 June 2026