Kalamunda Community Learning Centre

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

Learning Through Sharing

Workgroups

Semester One, 2027



Workgroup registrations open 17 January

Online enrolments open:
9.30am Tue 2 Feb to 5pm Mon 8 Feb

In person enrolments open:
Tue 2 Feb to Fri 5 Feb, 9.30am to 2pm

Classes commence: Monday 15 February 2027

Kalamunda Community Learning Centre
Kalamunda Community Centre, Crescent Road, Kalamunda
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www.kalamundalearningcentre.org.au

Workgroups

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

Please see below for the current Workgroup Leader vacancies. These roles make sure each workgroup knows what to do and where to be at the right time. Often you are not doing the tasks, you are just organising the teams to perform the tasks.

Clean Up Days Trainee Leader:

Supervise the team of volunteers cleaning tables/chairs and kitchens. Work with Rosemary to learn how the Clean Up Days work. Thursday 8 April and Thursday 17 June.

Centre Lunch Leader:

Supervise the team of volunteers setting up and serving Centre Lunches. Can be shared between two people. Friday 12 March and Friday 21 May.

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.

Workgroup Tasks

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 12 March or Friday 21 May.

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 12 March or Friday 21 May.

Class Secretary



Responsible for recording attendances and absences in class 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 date.

Thursday 8 April or Thursday 17 June.

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

Creche Roster Thursday AM:



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 **2 or 3 February.**

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. See website for dates.

AGM/General Meetings



Set up tables and chairs. Serve tea and clear away on **Friday 4 June**. Plus a 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 the 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 10.30am to do a light dust and quick vacuum with the Dyson stick. The Office is generally quiet at this time.

Photography



Photograph events: e.g. 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.

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.

Speaker Spot

Speaker Spot is a series of one-off special talks that 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.

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.

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

Updated 26 November 2026