

## July-August Volunteer Opportunities

### SPECIAL EVENTS

#### Special Event Assistants

<b>When</b>	Various dates in July and August
<b>Where</b>	Various locations in Burnaby
<b>Description</b>	<p>There will be lot of summer events happening. We will need volunteers to assist with set up, community BBQs, community events, Street Party, children's activities, clean up, and the Metro recycling project.</p> <p>The Metrotown event will take place from <b>August 8– September 8</b>. We are looking for sculpture exhibit volunteers to assist with art guides, be event ambassadors, and key holders. This event will help fund program activities for Neighbourhood House.</p>
<b>Requirements</b>	<p>Local RCMP criminal record check</p> <p>1 Reference Check</p> <p>Volunteer Orientation</p>
<b>Number of volunteers</b>	30-50 volunteers needed.

### PROGRAMS

#### Digital Café Assistant

<b>When</b>	<b>Fridays 1:30-3:30pm</b>
<b>Where</b>	South House – 4460 Beresford St, Burnaby
<b>Description</b>	Volunteers assist learners with their questions which often range from setting up email accounts, social media, sending emails, attachments, navigating google maps, using smart phones or online job applications. If you have the patience and the passion to work with people of different abilities, this opportunity will definitely interest you.
<b>Requirements</b>	<p>Local RCMP criminal record check</p> <p>1 Reference Check</p> <p>Volunteer Orientation</p> <p>Second language an asset: Mandarin, Spanish, Farsi and Cantonese</p>
<b>Number needed</b>	1-3 volunteers

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## Office Receptionist Assistant

<b>When</b>	<p><b><u>South House</u></b></p> <p>Various Shifts: Mondays-Fridays 9-12pm, 12-3pm, 3-5pm Tuesdays/Thursdays 5-8pm *****</p> <p><b><u>North House</u></b></p> <p>Tuesdays 9:30-12pm Thursdays 2:30-4:30pm (Once a week, 2-3 hours)</p>
<b>Where</b>	<p>South House – 4460 Beresford St, Burnaby North House - 4908 Hastings Street, Burnaby</p>
<b>Description</b>	<p>Volunteers will welcome community members into the Neighbourhood House and provide basic information about our programs and services. Office duties include and are not limited to answering the telephone, assisting with the general tidiness of the reception area, confirming appointments, and general office tasks.</p>
<b>Requirements</b>	<p>Local RCMP criminal record check 1 Reference Check Volunteer Orientation Office Training</p>
<b>Number needed</b>	<p>1 volunteer per shift</p>