

October-December 2019 Volunteer Opportunities

Below are the current list of Volunteer opportunities at the Burnaby Neighbourhood House.

SPECIAL EVENTS

BNH Gift Wrap - Supervisor

When	November 22nd – December 24 th
Where	Metropolis at Metrotown (near the Disney Store)
Description	Shift supervisors will be responsible for supporting other volunteers, handling cash and deposits, ensuring the safekeeping of client gifts, opening/closing procedures, problem solving and dealing with customer feedback. Supervisors will also need to understand Burnaby Neighbourhood House policies and be able to answer questions from customers.
Duties	Management of the shift duties include record keeping and cash handling procedures Positive support of other wrapping volunteers Positive interaction with mall customers Clear understanding of BNH policy and ability to communicate agency information to customers
Qualifications/ Requirements	A strong ability to communicate in verbal English, experience with handling cash, a positive attitude & experience supporting other volunteers. Commit to a minimum of 4 shifts (3-4 hours each shift) for the 5 of the fundraiser. Some money/customer service experience.

BNH Gift Wrap - Wrapper

When	November 22nd – December 24 th
Where	Metropolis at Metrotown (near the Disney Store)
Description	Gift wrappers will be responsible for wrapping gifts, ensuring the safekeeping of client gifts, problem solving and dealing with customers. Volunteers will also need to understand Burnaby Neighbourhood House policies and be able to answer questions from customers.
Duties	Positive support of other wrapping volunteers Positive interaction with mall customers Clear understanding of BNH policy and ability to communicate agency information to customers
Qualifications/ Requirements	A strong ability to communicate in verbal English, a positive attitude & experience supporting other volunteers. Volunteers need to be able commit to a minimum of 4 shifts (3-4 hours each shift) for the duration of the month-long fundraiser. Commit to a minimum of 4 shifts (3-4 hours each shift) for the 5 weeks of the fundraiser.

PROGRAMS

Office Receptionist Assistant

When	South House Shifts: Monday–Friday 9am-12pm, 12pm-3pm, 3pm-5pm Monday-Thursday 5pm-8pm (need evening volunteers)
Where	South House – 4460 Beresford St, Burnaby
Description	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.
Requirements	Intermediate English level and commit to 1 shift per week.

Early Years Assistant – Family Place Drop-In/Community Kitchen childcare

When	Mondays or Thursdays from 9:15am to 11:45pm (South) Mondays or Wednesdays 9-11:45 (South Community Hall - 5024 Rumble Street, Burnaby)
Where	Burnaby Neighbourhood House 4460 Beresford St. – South House
Description	The primary focus of the childcare volunteers is to provide a safe, happy atmosphere for the children to come to. Children must be treated with respect and kindness; at the same time children need to be encouraged to express their thoughts. Children’s physical well-being must be taken care of, i.e. providing a safe place to play, ensuring they have a healthy snack, etc.
Requirements	Commit to 1 shift per week for a minimum of 30 hours or 6 months.

School Age (6-12 years old) Childcare Assistant

When	Monday-Friday 2:30-5:00/6:00pm commitment (once a week)
Where	<u>School Age Childcare (SACC)</u> Maywood elementary, Marlborough elementary, Suncrest elementary, 2 nd Street elementary, Stride elementary, Clinton elementary, Lochdale elementary, Douglas Road elementary, and Gilpin elementary <u>Afterschool Programs</u> Maywood elementary, Douglas Road elementary, Cameron elementary, Morley Elementary and Gilmore elementary
Description	The primary focus of the SACC volunteers is to provide a safe, happy atmosphere for the children to come to. Children must be treated with respect and kindness; at the same time children need to be encouraged to express their thoughts. Children’s physical well-being must be taken care of, i.e. providing a safe place to play, ensuring they have a healthy snack, etc. The children in the afterschool programs are referred to the program by the schools. Leaders provide positive adult role modeling while engaging the kids in a variety of activities.
Requirements	Intermediate English level and commit to 1 shift per week for a minimum of 30 hours or 6 months.

Preschool (2.5-5 years old) Assistant

When	Monday-Friday 9:30-11:30am, 12-2pm or 9:30-1:30pm (once a week)
Where	Clinton (5858 Clinton St.), Marlborough (6060 Marlborough Ave.), and Gilpin (5490 Eglinton St.)
Description	The primary focus of the early years volunteer is to provide a safe, happy atmosphere for the children to come to. Assistants will develop a positive relationship with the children and engage in variety of activities. Other duties include keeping the program area clean, set up and take down of shared spaces and providing a safe place to play.
Requirements	Intermediate English level and commit to 1 shift per week for a minimum of 30 hours or 6 months.

Requirements:

- 1) **Completed volunteer application form**
- 2) **Informal interview** (10 minute interview)
- 3) **Cleared Police check** (All programs)
Cleared Provincial Crim check (Preschool and School Aged Childcare Programs)
- 4) **Reference check** (2 references for licenced programs or anyone with a visa permit)
- 5) **Volunteer orientation** (1 hour)
- 6) **Additional training for some programs** (Office, Translation, Taxes, Multilingual, Marketing, or working with kids 0-12 years)
- 7) **Immunization record/or signed waiver** (Childcare or Preschool programs).

To inquire or sign up for a volunteer role please contact:

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