

January - April 2020 Volunteer Opportunities

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

Please contact Janice at janiceh@burnabynh.ca for the following programs: **North Programs, Childcare** (6-12 yr. programs) and **Early Years** (0-5 yr programs).

Contact Shelly at volunteer@burnabynh.ca for South Programs.

SPECIAL EVENTS

Open Night Mic – Door and Concession attendants and general help

When	Thursdays, 1 st Thursday of Every Month
Where	BNH Community Hall – 5024 Rumble Street, Burnaby
Description	Assist with tickets at the door and then assist with concession. Interest in entertainment and arts. Enjoy the show!
Requirements	Local RCMP criminal record check 1 Reference Check Volunteer Orientation

Diamond Ball Set Up Committee

When	Set up - Friday, March. 6, from 4-6pm Event Day/Time – Saturday, March. 7, 5:30-11pm (Times to be confirmed)
Where	Burnaby Firefighters Hall (6515 Bonsor Ave, Burnaby)
Description	BNH-Havana Nights Gala 2020 February-March 7 (Night of Gala) <u>Responsibilities would include:</u> <ul style="list-style-type: none"> • Production Team-Set Up, Décor • Greeters • Registration Flow • Silent and Live Auction Assistants • Raffle Ticket Sellers <p>You should be available to volunteer on the day and/or evening of March 7. In the case of being the Production Team Lead, you should be available for pre-event planning and implementation as well.</p>
Number of volunteers	10 volunteers needed.

Diamond Ball Take down

When	Saturday, March. 7 from 11:30pm-1am
Where	Burnaby Firefighters Hall (6515 Bonsor Ave, Burnaby)
Description	Take down of all the decorations and props will take place around midnight. You can arrive at 10pm if you want to enjoy the party and dancing. Must be 19 years and older.
Requirements	Must be 19 years and older.
Number of volunteers	6 volunteers needed.

Diamond Ball Photographers

When	Saturday, March. 7, 2020
Where	Burnaby Firefighters Hall (6515 Bonsor Ave, Burnaby)
Description	One volunteer to work with a staff at the photo booth from 5:30 to 7:00pm. One volunteer to roam around during the cocktail hour and stay for the event to take photos.

Requirements	You must have your own digital camera and be comfortable with transferring the images to a USB stick or one drive/google photos/drop box for the BNH. Must be 19 years or older.
Number of volunteers	2 volunteers needed.

PROGRAMS

Digital Café Assistant

When	Wed. & Thurs. 3 to 5pm Fri. 1-3pm.
Where	South House – 4460 Beresford St, Burnaby
Description	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.
Requirements	Local RCMP criminal record check 1 Reference Check Volunteer Orientation
Number needed	1-2 volunteers per class

EAL/ ESL Instructors

When	Mondays, Wednesdays, or Thursdays from 1-3pm Tuesdays and Thursdays, 6:30-7:30pm
Where	Burnaby Neighbourhood House (South)
Description	Lead the ESL class, by engaging with students and creating a fun atmosphere. This is not a structured class with prearranged lesson plan. The volunteer teacher will have a free hand in choosing teaching material based on the interest and knowledge level of students.
Requirements	Provincial criminal record check 1 Reference Check Volunteer Orientation
Number of volunteers	2-3 volunteers needed

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	Office Orientation Local RCMP criminal record check 1 Reference Check Volunteer Orientation Office Training
Number needed	1-2 volunteers per shift

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

When	Mondays, Wednesdays or Thursdays from 9:15am to 11:45pm (South/Community Hall) Tuesdays or Thursdays from 9am-11:45am (North)
Where	Burnaby Neighbourhood House 4460 Beresford St. – South House 4908 Hastings St. – North 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	Cleared Criminal Record Check (we provide information) Attend Volunteer Orientation Attend Early Years Training (1 hour)

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</u> Suncrest Elementary, Maywood Community School, Douglas Road Elementary, 2 nd Street Elementary, Stride Elementary, Clinton Elementary, Lochdale Elementary, and Gilpin Elementary <u>Afterschool Programs</u> Gilmore Community School, Douglas Road Elementary, Cameron Elementary, Maywood Community School, Morley Community School
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. 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	Immunization Record/ Waiver Provincial Criminal Record Check (we provide information) 2 Reference Checks Attend Volunteer Orientation Attend Childcare Training (4hrs)

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.), 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	Immunization Record/ Waiver Provincial Criminal Record Check (we provide information) 2 Reference Checks Attend Volunteer Orientation Attend Early Years Training (1 hour)

Therapeutic Activation Program for Seniors (TAPS) Activity Assistant

When	Up to 3 days a week:
Where	BNH Community Hall – 5024 Rumble St.
Description	In this brand-new program at the BNH, frail seniors who may be facing barriers to participating in more independent programs get to participate in varied daily activities, get healthy, reduce isolation, support one another, and enjoy life. Volunteers will assist in implementing activities and helping seniors participate and adapt the program to their needs. Responsibilities also include serving a prepared nutritious lunch.

Requirements	Local RCMP criminal record check 1 Reference Check Volunteer Orientation
Number needed	3 volunteers per shift

MISCELLANEOUS

Garden Committee Coordinator/Member – South House

When	As per volunteer's availability (April-October)
Where	#252 Educational Plot (7528 Meadows Avenue, Burnaby)
Description	The Burnaby Neighbourhood House is overseeing a garden plot in South Burnaby to grow, harvest and share local food in South Burnaby. Many of the foods grown are brought back to the Neighbourhood House and incorporated into their food programs, or given out to those individuals who are looking for access to food. We are looking for someone who has the passion for gardening, and who has a strong interest Food Security. The successful applicant will work collaboratively with staff and a committee to plan planting projects, maintenance of the garden, and food distribution plan.
Duties and Responsibilities	<ul style="list-style-type: none"> • Organizing, planning and implementing garden plans (Lead volunteer) • Mobilizing and coordinating existing volunteers for gardening projects (Lead volunteer) • Scheduling volunteers to various duties (e.g. – planting, watering, weeding, supply sourcing, transporting crops, etc.) (Lead Volunteer) • Maintaining volunteer records • Weed, plant and water plants. • Transport harvest to the South Burnaby Neighborhood House and/or community partners.
Requirements	Attend Volunteer Orientation Criminal record check No work experience required.