












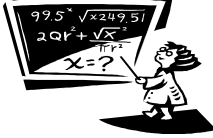


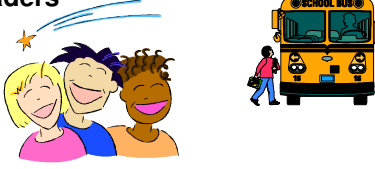



South Burnaby Neighbourhood House

Volunteer Opportunities

To apply for a volunteer position, please call and make an appointment with Abdul Salehzai, Coordinator of Volunteer Program, at 604-431-0400, or visit us at 4845 Imperial Street, Burnaby

No.	Program/ Activity	Position	Responsibilities (training will be provided)
1	Board (flexible hour, evening meetings)	Board Member 	Oversee and assist with our organization's future development.
2	Fundraising	Fundraising Committee Member 	Explore funding opportunities and establish community contacts.
3	Office Administration (flexible hours, M-F, 9a.m.-4:30p.m.)	Receptionist/ Office Assistant 	Help with routine office work, answer phone calls, organize publications and files, etc.
4	Office (on-call) (flexible hours, M-F, 9a.m.-4p.m.)	Office Assistant 	Publish newsletter, mail outs, update brochures and announcements, perform any related computer tasks, etc.
5	Income Tax Filer at SBNH Main Office, Fridays 10am-1pm.	Income Tax Filer 	Prepare and file income tax returns for eligible clients using a tax software.
6	School Age Childcare at Maywood, Stride, Douglas Road, Marlborough, Clinton, and Lochdale schools (M-F, 3-6pm)	Childcare Assistant 	Assist with the routine activities such as arts and crafts, out-trips, indoor/ outdoor activities and games. Help with the set-up and clean-up of the program etc.
7	Out of the Rain Maywood Community School (flexible hours (M, T, Th) 3-5pm)	Assistant Program Leader 	Assist supervisor in leading games, activities, homework assistance, etc. Help with preparation of snacks.
8	Homework Clubs at Stride, and Maywood Schools (M-F, 3-5pm)	Homework Assistant 	Help children to develop positive attitudes toward doing homework. Assist with recreational activities.

No.	Program/ Activity	Position	Responsibilities (training will be provided)
9	Friendship Club at Edmonds School, Mon-Fri 3-5pm	Program Assistant for the Friendship Club 	Will assist the program leaders with recreational activities, sports, crafts and games for students in grades 4-7.
10	Family Place Program SBNH Main office, Brentwood area, and Lochdale school. (Tues. & Thurs. 9:30-11:30am)	Childcare Assistant 	Assist in set-up and clean-up of the program, play with the kids, lead story-telling, songs, crafts, etc.
11	ESL Classes SBNH Community Room (flexible days, must commit 2-4 hours/week)	Teacher 	Instruct an ESL class of beginner and/or intermediate level.
12	ESL Classes SBNH Community Room (flexible days, must commit 2-4 hours/week)	Assistant Teacher 	Assist the ESL teacher in organizing the class, photocopying, etc.
13	Special Events: Community dinner, picnics, events, etc. (occasionally, must commit 2-6 hours/ event)	Special Event Assistant 	Assist in set-up and clean-up of the event. Assist with children's activities, serving, and entertainment. Take pictures at the event.
14	Multi-lingual Translation/ Interpretation Support (flexible time and schedule; must attend training sessions)	Multi-lingual Support, Volunteer Translator/ Interpreter 	Translate and interpret community information in various languages, and provide peer support at events.
15	Winter, Spring, Summer Day Camp Programs Edmonds, Marlborough, Maywood and Stride Community Schools (M-F, 9a.m-3:30pm)	Leaders 	Lead games and activities for children ages 6-12 years old. Assist program supervisors with out-trips.
16	Community Kitchen Childcare Maywood, Edmonds (minimum 2 hrs., once a week)	Childcare Assistant 	Assist with the supervision of children 5 years old or under during the Community Kitchen Program.