


















Burnaby Neighbourhood House

Volunteer Opportunities

**To apply for a volunteer position, please call and make an appointment
with Abdul Coordinator of Volunteer Programs at:
604-431-0400, or visit us at 4460 Beresford St. Burnaby**

No.	Program/ Activity	Position Responsibilities (training will be provided)
1	Receptionist/ Office Assistant flexible hours, Mon-Fri, 9am-8pm	Help with routine office work, answer phone calls, organize publications and files, etc. 
2	Office Assistant (on-call) flexible hours, Mon-Fri, 9am-5pm	Publish newsletter, mail outs, update brochures and announcements, perform any related computer tasks, etc. 
3	Income Tax Filer Fri 1-4pm	Interview clients about their income and financial situation for the tax year and enter the data into computer, use computer program (U-File) to make calculations, explain the results to clients and transmit the file to CRA using e-file procedure. 
4	Computer Instructor Wed and Thu from 3-5pm	Computer Instructor will be teaching the basics about computers, such as creating an email address, surfing the internet, and typing text in Word. 
5	Preschool Program Assistant Mon-Fri 9am-12pm and 12-2:30pm	Program to work with our staff to assist with the classroom set up and activities with children. The position involves constant interaction with children to provide a range of stimulating activities to promote all areas of learning. Volunteers will be working directly with children to practice letters, numbers, etc. 
6	Childcare Assistant Mon-Fri, 3-6pm	Assist with set-up and clean-up of the program. Assistant leaders will participate in arts and crafts, out-trips, indoor/ outdoor activities, etc. 

7	Out of the Rain Assistant Program Leader flexible hours Mon-Fri 3-5pm	Prepare snack and assist the supervisor in leading games, activities, homework assistance, etc.	
8	Homework Assistant Mon-Fri, 2:30-5pm	Help children to develop positive attitudes toward doing homework. Assist with recreational activities.	
9	Family Place Childcare Assistant Mon-Fri 9am-12pm	Assist in set-up and clean-up of the program, play with the kids, lead story-telling, songs, crafts, etc.	
10	Seniors Together Program Assistant Fri 9:30am-1:30pm, Wed 12-2:30pm	Help with the set up of the room, welcome seniors to the program, help with serving the lunch (if needed), help with planned activities for the day(exercise, games on Wii, cards, bingo, outings etc.), help with the take down of the program.	
11	ESL Teacher Mon, Thu 1-3pm, Fri 9:30-11am	Instruct an ESL class of beginner and/or intermediate level.	
12	ESL Assistant Teacher Mon, Thu 1-3pm, Fri 9:30-11am	Assist the ESL teacher in organizing the class, photocopying, etc.	
13	Special Event Assistant: Community dinner, picnics, events, etc. occasionally, 2-4 hours/event	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 Volunteer /Translator/Interpreter flexible time and schedule; must attend training sessions	Translate and interpret community information in various languages, and provide peer support at events.	
15	Children Program Leaders: Winter, Spring, Summer Day Camps Mon-Fri 9am-3pm	Lead games and activities for children ages 6-12 years old. Assist program supervisors with out-trips.	
16	Childcare Assistant: Community Kitchen Tue, Wed 10:30am-1:30pm	Assist with the supervision of children 5 years old or under during the Community Kitchen Program.	