















Burnaby Neighbourhood House

(North Office)

Volunteer Opportunities

To apply for a volunteer position, please email and make an appointment with Janice Ho, Community Development Coordinator at janiceh@burnabynh.ca, or visit us at 4463 Hastings Street, Burnaby

Position No.	Program/ Activity	Position	Responsibilities (training will be provided)
1	Steering Committee (Once a month)	Steering Committee Member 	Work with the Committee to help guide the future directions for the North Office.
2	Building Maintenance (flexible hours)	Handy Person/ Outdoor Maintenance 	General assistance with fixing and hanging things around the office. Maintain the surrounding areas of the building to be welcoming and clean.
3	Office Administration (flexible hours, M-F, 9:30a.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, 9:30a.m.-4p.m.)	Office Assistant 	Publish newsletter, mail outs, update brochures and announcements, perform any related computer tasks, etc.
5	Office Assistant (flexible hours, M-F, 9:30a.m.-4p.m.)	Mover 	Have access to a truck or van and can assist with picking/dropping off larger office/program items for BNH programs.
6	ESL Classes North Program Room (flexible days, must commit 2-4 hours/week)	Teacher 	Instruct an ESL class of beginner and/or intermediate level.
7	ESL Classes North Program Room (flexible days, must commit 2-4 hours/week)	Assistant Teacher 	Assist the ESL teacher in organizing the class, photocopying, etc.
8	Income Tax March-April Wednesdays (1-5pm)	Income Tax Filer 	Prepare and file income tax returns for eligible clients using tax software.

Position No.	Program/ Activity	Position	Responsibilities (training will be provided)
9	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.
10	Multi-lingual Translation/ Interpretation Support (flexible time and schedule; must attend training sessions)	Peer Support, Translator/ Interpreter of different languages 	Translate and interpret community information in various languages, and provide peer support at events.
11	Drop In Parent Programs.	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.
12	Winter, Spring, Summer Day Camp Programs Gilpin, Douglas Road, and Lochdale Community School (During school breaks, M-F, 9am-3pm)	Assistant Leaders 	Lead games and activities for children ages 6-12 years old. Assist program supervisors with out-trips.