

October-December 2018 Volunteer Opportunities

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

SPECIAL EVENTS

Open Night Mic – Door and Concession Attendant

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. Enjoy the show!
Requirements	Local RCMP criminal record check 1 Reference Check Volunteer Orientation

BNH Gift Wrap - Supervisor

When	November 23rd – 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.
Qualifications	A strong ability to communicate in verbal English, experience with handling cash, a positive attitude & experience supporting other volunteers.
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
Requirements	*Gift wrapping Orientation *Cleared Criminal Record check *Commit to a minimum of 4 shifts (3-4 hours each shift) for the duration of the fundraiser. *Some money/customer service experience.

BNH Gift Wrap - Wrapper

When	November 23rd – 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.
Qualifications	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.
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
Requirements	*Gift wrapping Orientation *Cleared Criminal Record check *Commit to a minimum of 4 shifts (3-4 hours each shift) for the duration of the fundraiser.

X-Mas Dinner Helpers

When	December 12 and 13 (11am-5:30am prep in the kitchen, 4-6pm set up, 6-8pm activity stations/serving)
Where	South House – 4460 Beresford St, Burnaby
Description	The Burnaby Neighbourhood House will be hosting 2 X-mas dinners for new families in the neighbourhood, isolated individuals, and or those who do not have family during the holidays. This event is by invitation only. We will need volunteers to help in the kitchen, set up, assist with registration/activities, serve, and clean up.
Qualifications	Interest in X-mas activities. Positive support in the kitchen or in the program room.
Duties	*Positive interaction with the BNH members. *Clear understanding of BNH policy and ability to communicate agency information to people

Edmonds Festival of Lights Event Assistants

When	November 24 for 4-5 hours (Late morning to afternoon, time will be confirmed)
Where	Edmonds Community Center
Description	The Burnaby Neighbourhood House will be running a cookie decorating table at the Edmonds Festival of Lights event. One volunteer will be assisting at the BNH display board and 6 volunteers will be assisting with cookie decorating.
Qualifications	Interest in assisting in a very busy environment and working with all ages.
Duties	*Positive interaction with the public *Clear understanding of BNH policy and ability to communicate agency information to people
Requirements	*Must commit to the whole shift.

Art Wall Assistant

When	1 st Friday of Every Month
Where	North House (4908 Hastings Street)
Description	Every month there are a new Art Exhibit by a local artist at the North House. Assist with set up, food prep, and greeting people visiting the Art Show Open House every month. Enjoy the show!
Requirements	Local RCMP criminal record check 1 Reference Check Volunteer Orientation

PROGRAMS

EAL/ ESL Instructors

When	Monday / Thursday 1-3pm ASAP (South House) Wednesdays (1-3pm) or Fridays (1:30-3:30pm) on call (North House)
Where	South House - 4460 Beresford Street North House – 4908 Hastings Street
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	1 or 2

Food Bank Assistant

When	Fridays 9am-1pm ASAP
Where	North House – 4908 Hastings Street, Burnaby
Description	Volunteers assist with set up, clean up, greeting, group management, childcare, or food retail. If you have the patience and the passion to work with people of different circumstances, this opportunity will definitely interest you.
Requirements	Local RCMP criminal record check 1 Reference Check Volunteer Orientation
Number needed	4-5 volunteer per shift

Office Receptionist Assistant

When	South House Shifts: Monday–Friday 9am-12pm, 12pm-3pm, 3pm-5pm Monday-Thursday 5pm-8pm (need evening volunteers) ***** Mondays or Wednesdays (North House) (various shifts throughout the day) (Once a week, 2-3 hours)
Where	South House – 4460 Beresford St, Burnaby North House - 4908 Hastings Street, 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	Local RCMP criminal record check 1 Reference Check Volunteer Orientation Office Training
Number needed	1-2 volunteers per shift

Digital Café Assistant

When	Wednesdays and/or Thursdays 3-5pm
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 volunteer per shift

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

When	Mondays or Thursdays from 9:15am to 11:45pm (South) 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	<p>School Age Childcare Maywood elementary, Marlborough elementary, Suncrest elementary, 2nd Street elementary, Stride elementary, Clinton elementary, Lochdale elementary, Douglas Road elementary, and Gilpin elementary</p> <p>Afterschool Programs (ASAP) Maywood elementary, Douglas Road elementary, Cameron elementary, Morley Elementary and Edmonds elementary</p>
Description	<p>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.</p> <p>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.</p>
Requirements	<p>Immunization Record/ Waiver</p> <p>Provincial Criminal Record Check (we provide information)</p> <p>2 Reference Checks</p> <p>Attend Volunteer Orientation</p> <p>Attend Childcare Training (4hrs)</p>

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

BC Housing Lunch Assistant - Seniors Outreach Program

When	Alternating Thursdays starting from Oct 4 to Dec 6, 10:00-1:30
Where	6038 Imperial St. at BC Housing
Description	Volunteers will assist with preparing lunches for the day (approximately 20-30 people) as well as light clean up.

BNH Lunch Assistant – Seniors Together Program

When	Fridays 9:30-12:00
Where	South House – 4460 Beresford St, Burnaby
Description	<p>Volunteers will assist with weekly Seniors Lunch registration and greeting.</p> <p>Lunch will be provided</p>

Volunteer Program Leaders-Seniors Together Program

When	As per volunteer's availability, Evenings
Where	South House – 4460 Beresford St, Burnaby
Description	BNH is seeking volunteers who can help to share their talents within our Seniors Together Program. If you have a particular interest, passion or hobby, please share your skills to run a class for our Seniors. Examples would be, but are not limited to, a book club, chess club, flower arranging, or a fitness class. Supplies can be provided.

Drivers - Seniors Together Program

When	Wednesdays 11pm – 3pm and/ or Friday, 10am-1:30pm
Where	South House – 4460 Beresford St, Burnaby
Description	<p>This position requires a class 4 or class 5 license, a clean driver’s record, and criminal record check.</p> <p>Burnaby Neighbourhood House (BNH) is looking for a volunteer driver to pick up seniors in the south Burnaby area to attend our seniors programs. This transportation service is crucial to enabling seniors with transportation and mobility challenges to attend our programs, socialize with others, have a nutritious meal, and engage in their community.</p> <p>A driver is needed on Wednesdays & Fridays. Availability on only one day, or on an occasional basis is welcome as well.</p>
Schedule and Duties	<p>Wednesdays</p> <p>Driver leaves at 11am to pick up seniors in the Burnaby area, in the BNH van, to bring them to the neighbourhood house for the program. The driver leaves at 2:30-3pm to drive them home. The volunteer is welcome to participate in the program and interact with participants</p> <p>Fridays</p> <p>Driver leaves at 9:30am to pick up seniors in the Burnaby area, in the BNH / Modo car, to bring them to the neighbourhood house for the program. The driver leaves at 1:30-2pm to drive them home afterwards. Volunteers receive free lunch!</p>
Qualifications	<ul style="list-style-type: none"> *Class 4 or 5 driver’s license required *Good interpersonal skills, friendly and sociable *Enjoy working with seniors from all cultural backgrounds and different physical abilities, and treat them with respect

MISCELLANEOUS

Marketing – North and South Locations

When	As per volunteer’s availability (ASAP)
Where	<p>South House – 4460 Beresford St, Burnaby</p> <p>North House – 4908 Hastings Street, Burnaby</p> <p>From Home</p>
Description	BNH is seeking volunteers who can help out with the promotion of BNH programs and services through Social Media and online forms. If you have some experience with Facebook, Twitter, Instagram, or websites, photography/videography, this will be a great volunteer position for you. Some experience required.

General Handyman / person – North and South Locations

When	As per volunteer’s availability
Where	South House – 4460 Beresford St, Burnaby
Description	BNH is seeking a volunteer who can help out with handyman/ light home improvement type tasks. If you’re good with fixing locks, office furniture or equipment, this will be a great volunteer position for you. No work experience required, but some general handyman type experience is preferred.
Requirements	No work experience required, but some general handyman type experience is preferred.