

SPECIAL EVENTS		
Event	Description	Date and Time
Helpers for various one day events	This may include: Event set up, take down & clean up Food table set up and serving Greeters, traffic control and more. Traffic control And more	As needed

SHORT TERM AND LONG TERM			
Area	Position	Description	Time and Duration
CENTRE OPERATIONS	1) Receptionist	As the point of contact for our guests, your friendly and outgoing attitude along with strong listening skills are a must. Job duties include but are not limited to: Welcome guests and clients. Answer phone and client inquiries. Provide administrative support and data entry. Some physical work involved with setup for daily activities.	Flexible hours
	2) AV Support	For event or regular setup for classes. Must have experience with audio/video setup	Scheduled as needed
	3) Cleaning Helper	Help the Centre to keep clean. Clean tables, chairs, floors and around the property.	Flexible hours
	4) Event Setup	Help setup before event and take down after events	Scheduled by event
	5) IT Support	Web portal needs enhancement using Java, MS SQL server and Visual Studio	Flexible hours
ABUNDANT LIFE INSTITUTE	1) Instructors	Instructor of various health and wellness classes such as languages of Mandarin, Conversational English, painting, calligraphy, line dance, and any social welfare topic	To be scheduled
	2) Greeter/General Helper	Greet seniors and escort to classroom, help hang up coats, hats as needed. Keep attendance record. Setup tables, chairs and provide class support as needed.	Mon-Fri 10am – 1pm, 1pm – 4pm, min 1 shift per week
	3) First Aid Support	Provide nurse and first aid care. Promote wellness.	As needed (by event)
	4) Food Team	Cook meals and snacks for special events	As needed (by event)
	5) Class Assistant	Care for members attending class, meal set up, clean up	Fridays Mar-Jun 10am–3pm

	6) Visitation and Caring Support	Provide caring, visitation, bible study. Training will be provided.	Min 1 visit per week
	7) Wellness Clinic Team	Clinic support helpers to provide the following services: - Nurse - Patient registration - Emotional & spiritual support	Tuesdays 1 – 6pm
FOOD BANK	1) Organizing food drives	Promoting and organizing food drives in work, church & school	Ongoing
	2) Sorting	Sorting activities can be arranged for small groups	Reservations required
	3) Childcare Assistant	Food bank-related ministry needs childcare helpers for pre-schoolers as parents attend adult day program(s) at the Centre	Apr through Aug Weekdays 2-3 hours
MARKETING SERVICES	1) Marketing Materials Delivery	Deliver materials to local libraries and community centres. Own car an asset.	Ongoing
	2) Photographer	Take quality photos of people and the Centre	As needed by event
	3) Reporter for “My 105 Gibson”	Gather and write life changing stories within 105 Gibson	Ongoing
	4) Translator	Work from home! Translate ENG to CHI and vice versa for marketing collaterals.	Flexible hours. Ideally 5 hours/month
	5) Website Developer	Research methods/plugins for website development	Ongoing
	6) PPT Flyer Creation	Work from home! Help create English and Chinese flyers based on PPT template. Must have experience with MS Powerpoint. 5-10 hours of work needed 3 times per year (eg. Mar, Jul & Nov)	Flexible hours
SPORTS	1) Basketball Coach	Leaders needed for Hoop & Shoot program for youth	Tuesdays 4-5:30pm
THRIFT STORE	1) Sales & Store Support	Provide excellent customer service. Includes sorting and organizing inventory and stocks. Knowledge of name brands or interest in fashion. Commitment to work on regular basis. Police check required.	Wednesdays and Sundays 12-4pm, other mini-sales as scheduled.
VOLUNTEER SERVICES	1) Administrative Help	Help with admin work such as data entry, filing and record-keeping activities	Tues or Thurs daytime 2-3 hours per day
YOUTH SERVICES	1) 40 Hours & Beyond Big Brother/Sister	Befriend the participants with other big brothers/sisters	Weekday and/or weekend evenings
	2) A Meal Together: Cleaning Helper	Help with cleaning up after dinner	Thursdays 7:30-9/9:30pm
	3) Youth Success Initiatives Tutor	Tutor on ESL, math or science at Centre. Police check required.	Sat 10-11:30am or 11:30am-1pm
	4) Stephen Leacock	Tutor high school students on ESL, Math, Science, Geography, Civics or Accounting	Thurs 3 - 5pm



	After-School Homework Club Tutor		
	5) Interest Group Instructor	Lead a group of youth in learning a particular skill (baking, arts & crafts, music)	To be scheduled
	6) Sharing your Career Path	Share self-career path with youth in Centre	To be scheduled

For more information, please contact volunteer@105gibson.com