

SEASONAL or SHORT TERM

Area	Description	Date and Time
Out of the Cold	Toronto Christian Community Church and 105 Gibson Centre have partnered with Mosaic Interfaith Out of the Cold to bring safety, refuge, warm hospitality and emergency shelter in the York region to the homeless or those in need during the coldest weeks of the winter season. Volunteers provide services ranging from warm meals to overnight shelter to various social services. To register, visit: www.tccc-ootc.ca For groups or other inquiries, send email to: tccc.ootc@gmail.com	Every Sunday from January 26 to March 29, 2020
Tax Clinic	The Tax Clinic is part of the Community Volunteer Income Tax Program with Canada Revenue Agency. Volunteers provide free tax return service for individuals and families who are low income / in need. Training will be provided. Positions include: Tax Preparer, Receptionist and Telephone Scheduler.	Mar 7–Apr 26 Saturdays 9am-1pm & Sundays 2-6pm Mar 4–Mar 25 Wednesdays 5:30-9pm

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.	Weekdays 2-3 hours
	4) Event Setup	Help setup before event and/or take down after events	Scheduled as needed
	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
COMMUNITY CLASSROOM	1) Instructors	Class instructor for various topics such as languages, arts and crafts, cooking class for children or adults, and any special interest area	To be scheduled

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
MARKETING SERVICES	1) Photographer	Take video, photos of people and the Centre	By event
	2) Reporter for "My 105 Gibson"	Gather and write life changing stories within 105 Gibson	Ongoing
	3) Translator	Work from home! Translate ENG to CHI (and vice versa) for marketing collaterals.	Flexible hours. Ideally 5 hours/month
	4) Website Developer	Research methods/plugins for website development	Ongoing
	5) 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. Plus occasional sidewalk/sale events.
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/week
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
	4) Stephen Leacock After-School Homework Club Tutor	Tutor high school students on ESL, Math, Science, Geography, Civics or Accounting	Thurs 3 - 5pm
	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