

Special Events			
Event	Position	Description	Date and Time
COMMUNITY CLASSROOM FAMILY FUN DAY	Event Helper	Duties may include: Event set up, take down & clean up Serving at booths or tables Greeters, traffic control and more	May 14 (Sat), 9am-1pm
TREE PLANTING FUNDRAISER	Event Helper	Duties may include: Event set up, take down & clean up. Serving at booths or tables. Greeters, traffic control and more	May 28 (Sat), 9am-1pm

Short & Long Term			
Area	Position	Description	Date and Time
COMMUNITY CLASSROOM	Instructor	Are you interested in teaching a community class (online or in-Centre)? Share your knowledge with adults and/or children; subjects may include music (instruments), cooking, languages, arts, crafts, martial art sports and more.	To be scheduled
HUMAN RESOURCES	HR Administrator	<ol style="list-style-type: none"> 1. Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc. 2. Assist supervisors in performance management procedures 3. Schedule meetings, interviews, HR events etc. 4. Coordinate training sessions and seminars 5. Perform orientations, onboarding and update records with new hires 6. Produce and submit reports on general HR activity 7. Support duties as assigned 	Flexible, 10 hours per week
OPERATIONS	Cleaning Helper	Help keep the Centre clean and safe; this includes cleaning and sanitizing tables, chairs and high touch surfaces.	Flexible hours
	Interior Decorator	<p>Help to enhance the Centre's appearance to meet ministry needs and the Centre's multi-cultural intention:</p> <ol style="list-style-type: none"> 1. Meet directly with ministry leads. Gather information related budget, timeline, and aesthetic and functional preferences. Meet before, during, and after working on their space. 2. Develop several decorative plans. Work with ministries on feedback and direction. 3. Select a variety of decorative elements for each space, working within the budget to choose furniture pieces, textiles, art to hang on walls or feature on shelves. 4. Install and arrange decorations. Consider aesthetic and practical application, with emphasis on unity and flow. 5. Manage budgets and schedules throughout the decoration process. 	3 Month Project 3-5 hours per week
YOUTH SERVICES	Coach: 40 Hours and Beyond	Coach Grade 9 -12 students on their volunteer projects. Adults with Music, Social Media, Media, Enviro Care or any kind of healthy hobbies are welcome.	May-Aug, Sep-Dec 2 hours per week
	Coach: Career Pathway Series One-on-One Clinic	Coach young adults aged 19-29 on their career pathfinding needs. Adults from any trades are welcome.	May-Aug; Sep-Dec 1-2 hours per month (on demand)
	Core Team Member: Career Pathway Series	Strategize and execute with CPS core team on the programming	May-Dec 1-2 hours per week
	Core Team Member: Enviro Care Core Team	Strategize and execute with Enviro Care core team on the programming	May-Dec 1-2 hours per week
	Big Brothers and Sisters: Community Nights	Participate in the Community Nights programs to build relationships with youth	Aug-Dec Aug: 1.5 hour per week for training Sep-Dec: every Thursday 5:30 – 8pm
	School Teaching Assistant	Participate in local high schools' ESL classes as teachers assistants	Aug-Dec Aug: 1.5 hour per week for training Sep-Dec: 1.5 hour per week
	Tutor	Tutor Grade 9 -12 students on Math or Science or ESL subjects.	Mar-Jun; Sep Dec Every Sat morning for 1.5 hours
VOLUNTEER SERVICES	Trainer	Develop orientation program for new volunteers. Deliver training in a classroom or via a virtual platform. Coordinate training rollout to new and existing volunteers.	Flexible, 2-5 hours per week

Summer Camps/Programs 2022

Area	Position	Description	Date and Time
COMMUNITY SERVICES	Helpers: Children's Summer Day Camp	Assist in Children's Summer Day Camp for neighbourhood kids Enjoy working with children; experience working in children's camp an asset Volunteers should be at least Grade 11	July 11-15: 15 to 25 hours for set up & preparation July 18-22, 25-29: 9:30am-3:30pm
SPORTS	Assistant Coaches: Youth Basketball Camp	Monitor and support youth while they are in groups practicing various basketball drills. (minimal basketball knowledge required)	July 11-15, 18-22: 9:30am-12:30pm
YOUTH SERVICES	Coach: Summer Youth Project	Coach Grade 9 -12 students on their summer projects. Adults with Music, Social Media, Media, Enviro Care or any kind of healthy hobbies are welcome.	May-Aug 2 hours per week