

Special Events			
Event	Position	Description	Date and Time
AFGHAN CULTURAL FAIR	Survey Collectors	Volunteers will ask the fair participant survey questions, and collect their answers and feedback. Questions are all about the Afghan Cultural fair.	Sat, Aug 26, 10:30am - 3pm
	Kitchen Coordinators	Volunteers will be based in the kitchen. They will show the food booths personnel where are the stove or microwaves are, instructing and assisting them how to warm up the food using the stoves and microwave	
	Baby Sitters	Volunteers will register the children (ages 1 to 4 and 5 to 8), sign them in and out, take care of the children, and keep the children entertained	
10TH ANNIVERSARY CELEBRATION	Event Volunteer	Setting up the venue (tables and chairs, catering). Serving food and drinks. Cleaning up.	Sat, Oct 14, 1:30pm - 9pm
COMMUNITY CLASSROOM CHRISTMAS CELEBRATION	Event Volunteer	Setting up the venue (tables and chairs, catering). Reception. Serving food and drinks. Cleaning up.	Sat, Dec 9, 1:30pm - 9pm

Short Term			
Area	Position	Description	Date and Time
YOUTH SERVICES	Power-UP Summer Camp helper	High schoolers who would like to participate in the camp while helping in facilitating the activities and some set up and clean-up work. Volunteers have to pay the camp fee as well.	Sep 1- 3 (3 Days & 2 nights). Staying overnight at a campsite
	Merry Youthmas Celebration	Plan and execute a joyful and festive Christmas Celebration for young people. Young volunteers (aged 14-29) are preferred	Planning will start in mid-Nov. Event Date: Dec 21, 2023

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 French, English, music (instruments), tutoring for elementary students, cooking, languages, arts, crafts, martial art sports and more.	To be scheduled
OPERATIONS	Facility Support	Perform handy work. Repair various equipment in the centre. Assist with building maintenance.	Flexible
	Receptionist	As the point of contact for our guests, your friendly and outgoing attitude along with strong listening skills are a must. Welcome guests and clients. Answer phone and client inquiries. Provide administrative support and data entry.	Monday to Saturday shifts Flexible hours
	Zoom Host	Open zoom meetings for classes and take attendance on the Zoom online platform. Assist teachers and students for any technical difficulties. Should have good knowledge of Zoom.	To be scheduled
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.	Oct-Dec 2023 1 hour per week
	Big Brothers and Sisters: Community Nights	Participate in the Community Nights programs to build relationships with youth.	Every Thursday 5:30 – 8 pm
	School Teaching Assistant	Participate in local high schools' ESL classes as teachers assistants.	Oct - Dec 2023 1.5 hours per week
	Tutor	Tutor Grade 9 -12 students on Math or Science or ESL subjects. Online or in-person.	Sept 2023 - June 2024 Every Sat morning for 1.5 hours
FUNDRAISING	Copywriter	Help write clear, engaging content for fundraising communications (eg. monthly mailchimp) to donor and sponsor audiences. Must be fluent in English. Experience preferred.	Flexible 6-10 hours per month
	Event Support Helper	Admin support, campaign and event helpers needed to join the fundraising team	Flexible hours and/or Event day support
MARKETING	Editor	Help proofread (review, revise, correct) newsletters and other communications as needed. Must be fluent in English. Experience preferred. Work from home!	Flexible 2-10 hours per month
	Graphic Designer	Create visually appealing posters following briefing from the marketing coordinator, for print and online uses, adhering to all design guidelines that will be provided. May also be asked to make simple revisions to existing designs as needed. Must have access to and some experience with Adobe Illustrator. Access and experience with Canva Pro is a plus.	Ad hoc projects every few months up to 3 hours per poster
	Translator	Translate English to Chinese (traditional or simplified) and/or Chinese to English for collateral materials. Work from home!	Flexible 2-5 hours per month
NATURE HARMONY	Indoor Farm Lab Assistant	<ul style="list-style-type: none"> - Primary responsibilities are the weekly Gibson's foodbank food planting/harvests - Assist in equipment maintenance and tidiness of the lab - Report to and supervised by the head lab technician - Learn about Nature Harmony's operations and its non-profit mandates serving Markham community - Being trained on various indoor farming platforms, such as Aquaponic (organic), Soil (organic) and Hydroponics (natural) - Learning opportunities on the process of organic certification, distributed food systems and microgreens - Growth opportunities for being a community indoor farming advocate, NH event organizer/helper and a course instructor - Benefits to taste testing our harvests in the lab and providing feedback for improvements and recipes development 	Flexible, 6-8 hours per week Long Term Commitment Preferred