

| Special Events | | | |
|--|-----------------|--|------------------------------|
| Event | Position | Description | Date and Time |
| Lunar New Year Celebration (Older Adult Services) | Event Volunteer | Event set up, take down & clean up, greeting | Feb 17 (Sat), 12:30pm-4:30pm |
| Friendly Visit Reunion (Older Adult Services) | Event Volunteer | Event set up, take down & clean up, greeting | Mar 2 (Sat), 12:30pm-4:30pm |

| Short Term | | | |
|----------------|---|---|---|
| Area | Position | Description | Date and Time |
| SPORTS | Kids' Soccer March Break Camp Assistant | Monitor and support youth (age 7-10) while they are in groups practicing various soccer drills. Volunteers with an athletic background preferred. Spanish speaking would be an asset | March 11 - 15, 2024 |
| TAX CLINIC | Telephone Scheduler Receptionist & Greeter Tax Preparer | Help prepare tax returns for people with a modest income or provide support. Volunteer at in-person tax clinic ! Telephone Scheduler - Contact clients throughout the week to book appointments Receptionist/Greeter - Be the taxpayer's first point of contact at in-person clinics Tax Preparer - Help complete tax returns. | March & April 2024 Saturdays 9:00am-12:00pm Sundays 2:00pm-5:00pm Wednesdays 6:00pm-9:00pm |
| YOUTH SERVICES | Easter Eggciting Hunt | Plan and execute a joyful and festive Easter event for young people. Young volunteers (aged 14-29) are preferred. | Planning will start in mid-February. Event date: Mar 28, 2024 |

| 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 |
| COMMUNITY OUTREACH | Amateur instrumentalist or instrumental musician | To play instrument at our cafe area for an hour with at least 3 months commitment | Weekday from 11:30-12:30 pm or 12:00-1:00 pm |
| | Pamphlet proofreader | Looking for volunteer to proofread Chinese and English Pamphlets Work from home: communicate through emails and do not need to travel to the centre. | Once every 4 months for about 5-10 hours |
| 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. | Feb-May 24. 1 hour per week |
| | Big Brothers and Sisters: Community Nights | Participate in the Community Nights programs to build relationships with youth. | Jan - Jun 24. Every Thursday 5:30 - 8pm |
| | School Teaching Assistant | Participate in local high schools' ESL classes as teachers assistants. | Jan - Jun 24. 1.5 hour per week |
| | Tutor | Tutor Grade 9 -12 students on Math or Science or ESL subjects. Online or in-person. | Jan - Jun 24. Every Sat morning for 1.5 hours |
| | Coach: 1:1 Career Planning for high schoolers | Many senior high schoolers are struggling with choosing a program in Uni/colleges or even choosing a career in the future. Coaches are welcome to share their experiences and provide guidance with the young folks on 1:1 basis. | By appointment |
| 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 |
| HEALTH SERVICES | Hospitality Representative | Play a crucial role in creating a positive and welcoming environment for clients, visitors, staff and volunteers. Your primary responsibility is to manage the front desk, handle inquiries, and provide administrative support to ensure the smooth functioning of the organization. | To be scheduled |
| | Counselling Intake worker | Responsible for managing the initial intake process and ensuring individuals are appropriately matched with psychotherapists who best suit their needs and preferences. Plays a crucial part in establishing a seamless and supportive entry point for individuals seeking mental health services, contributing to the overall effectiveness and success of the health services team. | To be scheduled |
| 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 |
| SPORTS | Pickleball Drop ins | Set up and take down nets Ensure all participants are rotating on and off the courts | Weekdays day time |
| | Basketball after school program | Monitor and support youth (age 7-10) while they are in groups practicing various basketball drills. | Wednesdays, 4:15pm - 5:30pm |
| NATURE HARMONY | Indoor Farm Lab Assistant | - 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 |