

Special Events			
Event	Position	Description	Date and Time
TO BE ANNOUNCED			

Short Term			
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 2025 Saturdays 9:00am-3:00pm Sundays 2:00pm-5:00pm
Event Support Volunteer Team			If you would like to join us to volunteer on our events, join our team of event support volunteers. You will be contacted when we need volunteers for events throughout the year!
			To be scheduled

Long Term			
Area	Position	Description	Date and Time
ARABIC OUTREACH	Arabic Food Sales Assisant	Looking for a volunteer to assist with selling Middle Eastern food at a small food booth at the centre. The goal of the sale is to promote culture awareness to the community.	Wednesdays, 11:30am - 1:30pm
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
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
	Grant Writer	Play a crucial role in securing funds through the development and submission of grant proposals to various foundations, corporations, and government agencies. Collaborate with program managers and staff to understand project requirements and help develop compelling grant proposals, in accordance with funder guidelines and requirements. Must have excellent writing skills.	Flexible Hours
MARKETING	Administration Support	Provide logistics and scheduling support to marketing operations. Volunteer should have a good knowledge of the centre.	To be determined
	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
OLDER ADULT SERVICES	Program Activity Assistant	Assisting staff in a group setting to run the programming and activities that make the program more fun. This might be playing games, completing puzzles, assisting with arts and crafts or music sessions, or simply having a quiet conversation with a client.	Every Friday from 10:15 am - 12:15 pm
SPORTS	Pickleball Drop ins	Set up and take down nets Ensure all participants are rotating on and off the courts	Weekdays day time
THRIFT STORE	Sales & Store Support	Provide excellent customer service in a retail store setting. Includes sorting and organizing inventory and stocks. Knowledge of name brands or interest in fashion is preferred. Commitment to work on regular basis. Ability to speak Cantonese is a must.	Wed or Thurs or Fri 12-4pm
YOUTH SERVICES Community Night - Drop-in program with sports, hang out space, homework room, and followed by more activities.	Big Brothers and Sisters for Youth	Young people have been always longing for a place to hang out and meet friends. By mingling with them during dinner or board game time, you will get to know neighborhood high school students and their biggest challenges and needs. The youths are benefited from having someone to talk to and gaining more perspectives on their difficulties.	Sept - June Thursday 5:30 – 8pm
	Chef	This role is to cook hot meals for 20+ high school students. Many of them are newcomers and apart from their parents, and they don't always have homemade food at home.	Sept - June Thursday 3:30 - 6pm
	Mini-workshop instructor for Youth	We hope to expose the teens to different kinds of interests and experiences, so we often run different mini-workshops during the program. This role is to conduct an one-hour workshop on a topic you are good at e.g. art and craft, musical instrument, enhancing Word/Excel/PPT skill sets etc.	Sept - June Thursdays, 6- 8 pm
YOUTH SERVICES (aged 14-18)	Coach: 40 Hours and Beyond	This role is to coach grades 9 -12 students on their volunteer projects. Adults with Music, Social Media, Media, Enviro Care or any kind of healthy hobbies are welcome. By facilitating the students to conduct a community project, the coaches help the teens explore who they are, improve their skill sets and get involved in teamwork. 40 Hours and Beyond is a volunteering program for high schoolers to understand who they are, improve skill sets, be involved in team work and explore the topics related to the community they are living in.	3-month commitment in Feb – May or/and Oct – Dec each year Wednesdays 5:30 - 6:30pm
	School Teaching Assistant in High School Outreach	Volunteer in local high schools' ESL classes as a teaching assistant. It will be during the school time. This role is to reach out to the newcomer youth in the schools and understand their utmost needs.	Weekdays (Sep - Jun) 1.5 hour per week
	Tutor (Free tutoring in ESL, Maths & Sciences)	This role is to tutor Grade 9 -12 students on Math or Science or ESL subjects, or provide insights and share personal experience which benefit their career path finding.	Saturday mornings (Sep - Jun) 11am - 12:30pm
YOUNG ADULT SERVICES (Aged 19-29)	Coach	On-line meeting with young adults who ask for talking with you after reading your bio posted on 105 Gibson Career Pathway Series website. This role is to help young adults who are new graduates or in career path finding to gain more perspectives on their search. Career Pathway Series is a program where HR specialists and professionals in different industries help young adults on resume and cover letter critique, mock interviews, or career guidance in an one-hour session.	Maximum 3 one-hour sessions per 4-month-term)
	Workshop Speaker	If you have any career-related topics that you would like to share with young people, let us know and we may arrange a session for you to share your experience or expertise!	1 to 1.5 hour workshop
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, 1-2 hours per week Long Term Commitment, (6-8 months minimum)