

Short Term		
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!	On need basis
Venue Support Volunteer Team	- On-call basis - Set up and recover venue for community classes or events - Requires some lifting	On need basis

Long Term			
Area	Position	Description	Date and Time
Abundant Life Institute, SALC Program	Instructor	Are you interested in teaching a class in the Abundant Life Institute’s SALC Program (either online or in-centre)? We invite passionate individuals to share their knowledge and skills with older adults.Courses may include music (instruments), cooking, languages, arts and crafts, martial arts, sports, and more!	To be scheduled
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	Community Outreach Volunteer	To help planning and execution of community events, volunteer activities and informational sessions	To be scheduled
FUNDRAISING	Grant Writer (NEW)	To help research and write applications to secure funding from governments, foundations, or corporations	Flexible / On demand basis
HEALTH SERVICES	Health Services Administrator	Passionate in serving community especially in health services area. Work at Health Services receptionist to welcome clients, book appointments, answer client inquiries, room set up and any other administrative support as required. Cantonese and English speaking preferred.	Alternate Wednesday 3:00 - 7:00 pm Every Thursday 10:00 am - 2:00 pm / 1:00 - 5:00 pm Every Friday 10:00 am - 2:00 pm
HUMAN RESOURCES	HR Business Partner (NEW)	Executive HR Support (such as candidate sourcing, vetting and screening, onboarding, exit interview, etc.)	4-8 hours / 2-3 days per week
	HR Assistant (NEW)	General HR support (data entry for non-confidential items including to prepare schedule and emails, venue logistics)	4-8 hours / 2-3 days per week
OPERATIONS	Facility Support	To support the upkeep and repair of plumbing, electrical, and other building systems. Ideal candidates will have professional licenses, such as a plumber or electrician	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
	Facility Fire Safety Planner	Ensures the safety of the community center’s staff, visitors, and facilities by assisting with fire prevention, safety inspections, and emergency preparedness. This role involves supporting fire safety initiatives, and helping to maintain a safe environment for all. Fire safety background required	To be scheduled
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 / Thu / Fri 12:00 - 4:00 pm
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	Mingling with neighbourhood high school students during dinner or board game time, you will get to know them and their biggest challenges and needs. The youths are benefited from having someone to talk to and gaining more perspectives on their difficulties.	Sep - Jun Thursday 5:30 – 8:00 pm
	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.	Sep - Jun Thursday 3:30 - 6:00 pm
	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.	Sep - Jun Thursdays 6:00 - 8:00 pm
YOUTH SERVICES (aged 14-18)	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.	1-year / 1 school term committment Sep - Jan & Feb - Jun Saturday 11:00 am - 12:30 pm
	Coach (for Community Program)	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. We are exploring 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.	To be scheduled
YOUNG ADULT SERVICES (Aged 19-29)	Coach (Vocation / Career Pathway)	Online 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.	On need basis 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!	Flexible 1 to 1.5 hour workshop

