

Participating Organizations of Summer Career-Related Experience Scheme 2014 (Tentative)

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
A1	Agency for Volunteer Service - Fundraising & Promotion Dept 義務工作發展局 - 籌募及推廣部	Rm 602, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, HK. 香港灣仔軒尼詩道 15 號 溫莎公爵社會服務大廈 602 室	19/05/14-13/06/14 <u>Mon-Sun:</u> 9:00am-5:00pm (Shift duty if Sat/Sun have programs)	1 (F.6)	Assistant (Fundraising & Promotion) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company - To assist in handling enquiries - Others: Photoshop, Illustrator, MS Office, 中文輸入
A2	Agency for Volunteer Service - Volunteer Action Centre, Community Volunteers Team 義務工作發展局 - 義工服務中心 (義工服務隊)	1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong 西營盤西源里 6 號源輝閣一樓	19/05/14-13/06/14 <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat/Sun have programs)	1 (F.6)	Volunteer Service Assistant (<i>Volunteer/community service experience preferred</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company - To assist in handling enquiries
A3	Agency for Volunteer Service - Volunteer Action Centre, Volunteer Projects Team 義務工作發展局 - 義工服務中心 (義工計劃隊)	1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong 西營盤西源里 6 號源輝閣一樓	19/05/14-13/06/14 <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat/Sun have programs)	1 (F.6)	Assistant (Volunteer Service) (<i>Knowledge of website development preferred</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company - To assist in coordinate website launch and computer file / data management

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A4	Agency for Volunteer Service - Volunteer Training & Development Centre 義務工作發展局 - 義工培訓及拓展中心	Shop D101-102, 1/F, Block D, Cho Yiu Centre, Cho Yiu Chuen, Kwai Chung, NT 新界葵涌祖堯邨敬祖路 6 號祖堯坊 D 座 1 樓 D101-102 號舖	19/05/14-13/06/14 <u>Mon-Sun:</u> 9:00am-5:00pm (Shift duty if Sat & Sun have programs or training)	1 (F.6)	Program Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company
B	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	09/06/14-04/07/14 <u>Mon-Fri:</u> 8:30am-4:30pm	1 (F.6)	Teacher Assistant - To provide clerical support, e.g. filing, word processing, etc - To assist in programme running / arranging different activities - To assist in daily operation of the school, e.g. teaching aids making - To assist in providing care services to children during activities and outings
C	Ho & Ip Solicitors 何葉律師行	24/F, CMA Building, 64 Connaught Road Central, Hong Kong 香港中環干諾道中 64 號廠商會大廈 24 樓	28/05/14-25/06/14 <u>Mon to Fri:</u> 9:30am-5:30pm (lunch: 1:00-2:00pm)	1 (F.6)	Summer Student - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization / company - Attending court with solicitors, taking notes
D1	Hong Kong Central Library – General Reference / Hong Kong Studies 香港中央圖書館 - 參考圖書部	8/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 8 樓參考圖書部	03/06/14-30/06/14 <u>Mon, Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	5 (F.6)	Library Assistant (<i>Knowledge of Chinese Word processing & Excel</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To check library materials; - To input data to database; - To assist in organizing reference materials - To assist in shelving books, magazines & documents

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D2	Hong Kong Central Library – General Reference / Hong Kong Studies 香港中央圖書館 - 參考圖書部	8/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 8 樓參考圖書部	03/06/14-30/06/14 <u>Mon, Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm *May need to perform duties at Shek Tong Tsui Public Library (石塘咀公共圖書館)	1 Boy (F.6)	Library Assistant (<i>Knowledge of Chinese Word processing & Excel</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To input data to database; - To assist in organizing reference materials - To assist in shelving books, magazines & documents
D3	Hong Kong Central Library – Adult Lending Library 香港中央圖書館 - 成人借閱圖書館	3/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 3 樓成人借閱圖書館	26/05/14-22/06/14 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	1 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company; - To assist in data processing & customer service, stocking taking of lib materials
D4	Hong Kong Central Library – Adult Lending Library 香港中央圖書館 - 成人借閱圖書館	3/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 3 樓成人借閱圖書館	23/06/14-20/07/14 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	1 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company; - To assist in data processing & customer service, stocking taking of lib materials
D5	Hong Kong Central Library - Young Adult Library 香港中央圖書館 - 青少年圖書館	6/F, Young Adult Library, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 6 樓青少年圖書館	16/06/14-11/07/14 5-day work, max. 44 hrs per week (including lunch hour) <u>Mon-Tue, Thu-Sat:</u> 10:00am.-6:00pm Wed & Sun off	1 (F.6)	Volunteer - To assist in programme running / arranging different activities; - To assist in conducting survey; - To assist in preparing project guides & booklists & other duties assigned by supervisors

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
D6	Hong Kong Central Library - Special Reference/NPCI 香港中央圖書館 - 最新報刊閱覽部	5/F., Newspapers & Periodicals Section, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 5 樓報章及期刊閱覽部	19/05/14-14/06/14 <u>Mon, Tue, Thu- Sat:</u> 10:00am.-6:00pm excluding Wed	3 (F.6)	Library Assistant (Familiar with Internet & database searching, computer knowledge of Word, Excel and Chinese input methods) - To assist in arranging different activities; - To assist in daily operation of the organization / company; - To assist in handling enquiries; - To assist in conducting survey; - To conduct research for annual review of newspapers, periodicals & microforms; - To assist in management of library collections and re-organization of microform stock
D7	Hong Kong Central Library - Special Reference/NPBI 香港中央圖書館 - 逾期報刊閱覽區	4/F, Back Issues of Newspapers & Periodicals Reading Area, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館四樓	16/05/14-12/06/14 <u>Mon-Tue, Thu-Sat:</u> 10:00am.-6:00pm Wed & Sun off	1 (F.6)	Student Helper (Knowledge of word processing & Chinese input method; knowledge in Access database is preferable) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company including handling enquiries
D8	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	16/05/14-12/06/14 <u>Mon to Fri:</u> 9:15am-5:15pm	1 Girl (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成); fluency in Cantonese, Putonghua and English) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company - To assist in handling enquiries and data input

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D9	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	03/06/14-28/06/14 <u>Mon to Fri:</u> 9:15am-5:15pm	1 Girl (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成); fluency in Cantonese, Putonghua and English) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company - To assist in handling enquiries and data input
D10	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	13/06/14-10/07/14 <u>Mon to Fri:</u> 9:15am-5:15pm	1 Girl (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成); fluency in Cantonese, Putonghua and English) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company - To assist in handling enquiries and data input
D11	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	18/07/14-31/07/14 <u>Mon to Fri:</u> 9:15am-5:15pm	1 Girl (F.5)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成); fluency in Cantonese, Putonghua and English) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company - To assist in handling enquiries and data input

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D12	Kowloon Public Library – Lending and Reference Sections 九龍公共圖書館	5 Pui Ching Road, Ho Man Tin, Kln 九龍培正道 5 號九龍中央圖書館	07/07/14-03/08/14 (F.6) 04/08/14-17/08/14 (F.5) Shift duty	3 Boys & 3 Girls (F.6) 4 (F.5)	Summer Student Helper - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - Shelving, sorting, labeling of lib materials (books, CDs, non-printed materials); - Stock taking & withdrawn of lib materials
D13	Lam Tin Public Library 藍田公共圖書館	5/F, Lam Tin Complex, 1 Hing Tin Street, Lam Tin, Kln. 藍田慶田街 1 號藍田綜合大樓 5 至 6 樓	23/06/14-20/07/14 <u>Mon:</u> 12:00noon-8:00pm; <u>Tue-Fri:</u> 10:00am-6:00pm/ 11:00am-7:00pm/ 12:00noon-8:00pm Shift duty	1 Boy & 1 Girl (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - To assist in conducting survey and provide customer service
D14	Lei Yue Mun Public Library 鯉魚門公共圖書館	1/F, Lei Yue Mun Municipal Services Building, 6 Lei Yue Mun Path, Yau Tong, Kln. 九龍觀塘鯉魚門徑 6 號鯉魚門市政大廈 1 樓	01/08/14-14/08/14 <u>Mon, Tue, Wed & Fri:</u> 10:00am-6:00pm/ 10:00am-7:00pm <u>Sat & Sun:</u> 10:00-5:00pm (Thur off & Shift duty required)	1 (F.5)	Volunteer - To assist in arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - To provide customer service

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D15	Lei Yue Mun Public Library 鯉魚門公共圖書館	1/F, Lei Yue Mun Municipal Services Building, 6 Lei Yue Mun Path, Yau Tong, Kln. 九龍觀塘鯉魚門徑 6 號鯉魚門市政大廈 1 樓	15/08/14-28/08/14 <u>Mon, Tue, Wed & Fri:</u> 10:00am-6:00pm/ 10:00am-7:00pm <u>Sat & Sun:</u> 10:00-5:00pm (Thur off & Shift duty required)	1 (F.5)	Volunteer - To assist in arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - To provide customer service
D16	Ngau Tau Kok Public Library 牛頭角公共圖書館	2/F, Ngau Tau Kok Municipal Services Building, 183 Ngau Tau Kok Road, Kln 九龍牛頭角道 183 號牛頭角市政大廈 2 至 3 樓	21/05/14-17/06/14 (F.6) 25/07/14-07/08/14 (F.5) Shift duty	1 (F.6) 1 (F.5)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company
D17	Sha Tin Public Library 沙田公共圖書館	No.1, Yuen Wo Road, Sha Tin, N.T. 沙田源禾路一號	19/05/14-15/06/14 Shift duty	1 (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company
D18	Shek Tong Tsui Public Library 石塘咀公共圖書館	3/F, Shek Tong Tsui Municipal Services Building, 470 Queen's Road West, HK. 香港皇后大道西 470 號石塘咀市政大廈三至四樓	16/06/14-13/07/14 (F.6) 21/07/14-03/08/14 (F.5) <u>Mon:</u> 12:00-8:pm <u>Tue-Fri:</u> 9:00am-5:00pm	1 (F.6) 1 (F.5)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company

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D19	Shui Wo Street Public Library 瑞和街公共圖書館	5-6/F, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kln 官塘瑞和街9號瑞和街市政大廈五至六樓	19/05/14-15/06/14 <u>Mon:</u> 12:00pm-8:00pm <u>Tue-Fri:</u> 9:00am-5:00pm <u>Sat, Sun</u> (alternate weeks): 9:00am-5:00pm *Average 44 hrs/wk	1 Boy & 1 Girl (F.6)	Library Volunteer (<i>Knowledge of word processing & Chinese input method; knowledge in Access database is preferable</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company including handling enquiries
D20	Tai Kok Tsui Public Library 大角咀公共圖書館	3/F, Tai Kwok Tsui Municipal Services Building, 63 Fuk Tsun St., Tai Kwok Tsui, KLN 大角咀福全街 63 號大角咀市政大廈 3 樓	01/06/14-28/06/14 <u>Mon, Tue, Wed & Fri:</u> 9:30am-7:00pm <u>Sat, Sun</u> (alternate weeks): 10:00am-5:00pm	2 Boys & 1 Girl (F.6)	Library Volunteer (<i>Basic computer knowledge, e.g. Microsoft Word, Excel, Chinese input</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company
D21	Tai Po Public Library 大埔公共圖書館	5/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, N.T. 大埔鄉事會街 8 號大埔綜合大樓五樓	19/05/14-15/06/14 (F.6); 21/07/14-03/08/14 (F.5) 8 hrs/day incl. lunch hour Shift duty	2 (F.6 preferable)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company
D22	To Kwa Wan Public Library 土瓜灣公共圖書館	5-6/F, To Kwa Wan Market & Government Offices, 165 Ma Tau Wai Road, Kowloon. 九龍馬頭圍道 165 號土瓜灣政府合署五至六樓	03/06/14-30/06/14 (F.6); 04/08/14-15/08/14 (F.5) <u>Mon-Fri:</u> 8:30am-4:30pm	1 (F.5/6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company

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D23	Tsing Yi Public Library 青衣公共圖書館	1/F, Tsing Yi Municipal Services Building, 38 Tsing Luk Street, Tsing Yi, N.T. 青衣青綠街 38 號青衣市政大廈一樓	19/05/14-15/06/14 (F.6); 21/07/14-03/08/14 (F.5) <u>Mon-Fri:</u> 9:00am-5:00pm	1 (F.6) 1 (F.5)	Volunteer - To assist in daily operation of the organization / company - To promote the use of self-served services and machine such as self-check terminal, express check-in service, photocopier, electronic locker and library catalogue
D24	Tuen Mun Public Library 屯門公共圖書館	1 Tuen Hi Road, Tuen Mun, N.T. 屯門屯喜路一號	19/05/14-13/06/14 (F.6); 21/07/14-01/08/14 (F.5) <u>Mon:</u> 12:00pm-8:00pm <u>Tue-Fri:</u> 9:30am-5:30pm	3 (F.6) 3 (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - To assist in conducting survey
D25	Un Chau Street Public Library 元州公共圖書館	1/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Kowloon. 深水埗元州街 59-63 號元州街市政大廈一樓	02/07/14-29/07/14 (F.6); 04/08/14-15/08/14 (F.5) *8 hours per day (including lunch hour); shift duty	1 (F.6) 1 (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries
D26	Yau Ma Tei Public Library 油麻地公共圖書館	G/F & M/F., 250 Shanghai Street, Kowloon 九龍油麻地上海街 250 號地下及閣樓	02/07/14-29/07/14 (F.6); 04/08/14-15/08/14 (F.5) *8 hours per day (including lunch hour); shift duty	1 (F.6) 1 (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries - To assist in providing counter services to the public
E1	St. James' Settlement - Kathleen McDouall Kindergarten Child Care Centre 聖雅各福群會 - 麥潔蓮幼稚園幼兒中心	3/F-6A/F, No.100 Kennedy Road, Wan Chai, Hong Kong 灣仔堅尼地道 100 號 3 樓	03/06/14-30/06/14 <u>Mon-Fri:</u> 9:00am-5:00pm	1 Boy & 2 Girls (F.6)	Teacher Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing care services to children

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E2	St. James' Settlement - Wanchai Integrated Family Service Centre 聖雅各福群會-灣仔綜合家庭服務中心	12/F, 85 Stone Nullah Lane, Wan Chai, HK 灣仔石水渠街 85 號 12 字樓	19/05/13-13/06/14 <u>Mon-Fri:</u> 9:00am-5:00pm	1 (F.6)	Summer Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company incl. handling enquiries - To assist in conducting survey - To assist in providing care services to children
F1	United Christian Hospital (UCH) and Haven of Hope Hospital (HHH) 基督教聯合醫院及靈實醫院	Community Involvement & Volunteer Service Dept, Blk P, G/F, 130 Hip Wo Street, Kwun Tong, Kowloon 九龍觀塘協和街 130 號 基督教聯合醫院社區參與及義工服務部	26/05/14-04/07/14 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	40 (F.6)	Volunteer (學生在服務期間將會輪流安排於基督教聯合醫院及靈實醫院工作；學生必須出席「暑期學生服務體驗計劃」工作坊 (F1: 24/05/14[Sat]; F2: 12/07/14[Sat])及必須完成 6 星期的服務時間)
F2	United Christian Hospital (UCH) and Haven of Hope Hospital (HHH) 基督教聯合醫院及靈實醫院	Haven of Hope Hospital, 8 Haven of Hope Road, Tseung Kwan O, N.T. 新界將軍澳靈實路 8 號	16/07/14-26/08/14 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	20 (F.5/6)	- To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl. handling enquiries & conducting survey - To assist in providing care services to patients
	United Christian Nethersole Community Health Service 基督教聯合那打素社康服務	4/F, Ng Wing Tong Block, United Christian Hospital, 130 Hip Wo Street, Kwun Tong, Kln.九龍觀塘協和街 130 號聯合醫院吳詠棠大樓 4 樓 (總部) (將派往不同的中心工作)	26/05/14-20/6/14 <u>Mon-Fri:</u> 9:00am-5:00pm	15 (F.6)	活動助理 (熟悉電腦 Word, Excel 及中文輸入法；廣東話) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities
G1	賽馬會和樂社區健康中心(地下)	觀塘協和街和樂邨居安樓 26-33 號地下	(或需按個別中心開放時間工作, 每天 8 小時, 連午膳時間) 註: 所有同學必須於 26/05/14 到賽馬會和樂	1	- To assist in daily operation of the organization / company incl handling enquiries & conducting survey - To assist in providing care services to elderly
G2	賽馬會和樂社區健康中心(地庫)中醫部	觀塘協和街和樂邨居安樓 26-33 號(地庫)		1	
G3	白普理廣田社區健康中心	藍田廣田邨廣田商場 203 號		1	

Participating Organizations of Summer Career-Related Experience Scheme 2014 (Tentative)

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation		
G4	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室	社區健康中心 (即觀塘協和街和樂邨 居安樓 26-33 號 (地庫)出席工作簡介)	1			
G5	天水圍社區健康中心	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1			
G6	天水圍社區健康中心(中醫部)	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1			
G7	愛鄰網絡(秀茂坪)	秀茂坪邨秀茂坪商場 313 室		1			
G8	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層		1			
G9	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓		1			
G10	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下		1			
G11	愛鄰網絡(廣福)	大埔廣福邨廣仁樓 19 號地下		1			
G12	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號		1			
G13	香港中文大學中醫臨床教研中心	大埔全安路 11 號那打素醫院 J 座地下		1			
G14	愛鄰網絡(天水圍)	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1			
G15	聯合情緒健康教育中心	九龍牛頭角道 55 號利基大廈 A 座 2 樓		1			
H	Kin Sang Baptist Church Bradbury Pre-School 建生浸信會白普理幼兒園	G/F Tai Sang House, Kin Sang Estate, Tuen Mun, N.T. 新界屯門建生邨泰生樓地下		26/05/14-20/06/14 Mon-Fri: 9:00am-5:00pm (8 hrs/day, including lunch hour)		3 Girls (F.6)	Teacher Assistant (mature and responsible; basic computer knowledge, e.g. Word, Excel, Chinese input; Interested in child care service; willing to work hard and learn, no dyed hair) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running - To assist in providing care services to children

Participating Organizations of Summer Career-Related Experience Scheme 2014 (Tentative)

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
I1	YCH Choi Pat Tai Kindergarten / Child Care Centre 仁濟醫院蔡百泰幼稚園 / 幼兒中心	1/F, Yan Chai Hospital Multi-services Complex, 18 Yan Chai Street, Tsuen Wan, N.T. 新界荃灣仁濟街 18 號仁濟醫院綜合服務大樓一樓	12/05/14-06/06/14 (F.6); 21/07/14-01/08/14 (F.5) <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	1 Boy & 2 Girls (F.6/F.5) *F.6 preferable	教師助理 (上班需服飾需整齊大方, 不可穿背心、露背裝、短褲) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing care services to children
I2	Yan Chai Hospital Fong Kong Fai Kindergarten / Child Care Centre 仁濟醫院方江輝幼稚園/幼兒中心	G/F, Shop A, Lung Cheung Garden, 26 Praya Kennedy Town, HK 香港堅尼地城海傍 26 號龍翔花園地下 A 舖	14/07/14-08/08/14 (F.6); 28/07/14-08/08/14 (F.5) <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	1 Girl (F.6 preferred)	文員助理 (不可染髮上班) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in producing teaching materials
I3	YCH Wing Lung Kindergarten / Child Care Centre 仁濟醫院永隆幼稚園/幼兒中心	G/F, 107-120, 122 & 124, Choi Yuk House, Choi Yuen Estate, Sheung Shui 新界上水彩園村彩玉樓地下	03/06/14-30/06/14 <u>Mon-Fri:</u> 2:00am-3:30pm (tentative)	2 (F.6)	教師助理 - To assist in programme running - To assist in daily operation of the organization / company - To assist in providing caring services to children - 製作教具及活動用具
I4	Yan Chai Hospital Nina Lam Kindergarten / Child Care Centre 仁濟醫院林李婉冰幼稚園/幼兒中心	6 Tin Ho Road, Tin Shui Wai, Yuen Long, N.T. 元朗天水圍天河路 6 號	19/05/14-13/06/14 <u>Mon-Fri:</u> 9:00am-5:00pm (lunch hour included)	1 (F.6)	Assistant Teacher/Clerk (Candidate devoted to the scheme wanted) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing caring services to children
J	Globalsmart Healthcare Company Limited 環智保健有限公司	Room 1211, 12/F, Tower 1, Grand Century Place, 193 Prince Edward Road West, Mongkok, Kowloon, HK. 九龍旺角太子道西 193 號新世紀廣場一座十二樓 1211 室	15/05/14-11/06/14 <u>Mon-Fri:</u> 9:00am-6:00pm <u>Sat:</u> 9:00am-1:00pm (On alternate weeks)	2 (F.6) Girls preferred	Marketing Clerk - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization / company - To assist in marketing work

TOTAL: 152 Students POST: 10 Organizations