

Participating Organizations of Summer Career-Related Experience Scheme 2015 (As at 17 March 2015)

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
A1	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	18/05/15-14/06/15 <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat/Sun have programs)	1 (F6)	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 conducting survey
A2	Agency for Volunteer Service - Hong Kong Jockey Club Community Project: Volunteer Talent Bank 義務工作發展局 - 香港賽馬會社區 資助計劃 (專才義工網)	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	29/06/15-25/07/15 <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat/Sun have programs)	1 (F.6)	Assistant (Volunteer Service) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running
A3	Agency for Volunteer Service - Volunteer Training & Development Centre 義務工作發展局 - 義工培訓發展中 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	18/05/15-14/06/15 <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	08/06/15-03/07/15 <u>Mon-Fri:</u> 8:30am-4:30pm	1 (F.6)	Teacher 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 school, e.g. teaching aids making - To assist in providing care services to children

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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	01/06/15-26/06/15 <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, General Reference, Depository and Special Collections) 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	01/06/15-26/06/15 <u>Mon, Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	3 (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 databases; - To assist in organizing materials related to library activities - To assist in shelving books & documents
D2	Hong Kong Central Library – General Reference / (Reference and Information Enquiry Centre) 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	18/05/15-12/06/15 <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) and Mobile Library 7/8 at Kwun Chung Municipal Services Building (官涌市政大廈)	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
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	26/05/15-22/06/15 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	2 (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 services, stocking taking of lib materials

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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	23/06/15-20/07/15 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	2 (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 services, 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	15/06/15-10/07/15 5-day work, max. 40 hrs per week (including lunch hour) <u>Mon, Tue, Thu, Fri:</u> 10:00am-6:00pm <u>Wed:</u> 12:30pm-6:00pm Sat & Sun off	1 Girl (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
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	18/05/15-13/06/15 (F.6) 20/07/15-31/07/15 (F.5) <u>Mon, Tue, Thu- Sat:</u> 10:00am.–6:00pm excluding Wed	3 (F.6 preferred)	Library Assistant (<i>Familiar with Internet & database searching, computer knowledge of MS Word, Excel and Chinese input methods</i>) - To assist in arranging different activities; - To assist in daily operation of the organization / company; - To assist in handling enquiries; - To conduct research for annual review of newspapers, periodicals & microforms; - To assist in management of library collections and re-organization of microform stock

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	18/05/15-13/06/15 <u>Mon-Tue, Thu-Sat:</u> 10:00am.-6:00pm Wed & Sun off	1 (F.6)	Student Helper (<i>Knowledge of word processing & Chinese input method; knowledge in MS Access database is preferable</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 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	01/06/15-30/06/15 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	2 (F.6)	Volunteer (<i>Proficiency in MS Office and Chinese input (倉頡 or 速成)</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in data input
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	02/07/15-31/07/15 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 Girl (F.6)	Volunteer (<i>Proficiency in MS Office and Chinese input (倉頡 or 速成)</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in data input

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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	20/07/15-31/07/15 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 Girl (F.5)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in 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	03/08/15-14/08/15 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 (F.5)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in data input
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	06/07/15-02/08/15 (F.6) 03/08/15-16/08/15 (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 & stock taking

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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	01/06/15-28/06/15 <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 required	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 providing 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	18/07/15-31/07/15 <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
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	01/08/15-14/08/15 <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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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	18/05/15-12/06/15 (F.6) 20/07/15-31/07/15 (F.5) <u>Mon to Fri:</u> 9:00am-5:00pm 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	18/05/15-12/06/15 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	06/07/15-31/07/15 <u>Tue to Sun:</u> 9:30-5:30pm <u>Mon:</u> 12:00pm-8:00pm	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
D19	Shek Tong Tsui Public Library 石塘咀公共圖書館	3-4/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	20/07/15-02/08/15 <u>Tue to Sun:</u> 9:30-5:30pm <u>Mon:</u> 12:00pm-8:00pm	1 (F.5/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

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D20	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	03/08/15-14/08/15 <u>Tue to Sun:</u> 9:30-5:30pm <u>Mon:</u> 12:00pm-8:00pm	1 (F.5/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
D21	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	18/05/15-14/06/15 <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>Basic computer knowledge – MS Word, Excel, Chinese input method</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
D22	Smithfield Public Library 士美菲路公共圖書館	3/F, Smithfield Municipal Services Building, 12K Smithfield, Kennedy Town, Hong Kong 香港堅尼地城士美菲路 12k 號士美菲路市政大廈三樓	06/07/15-31/07/15 <u>Mon to Sun:</u> 9:30am-5:30pm	1 (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running - To assist in daily operation of the organization / company
D23	Smithfield Public Library 士美菲路公共圖書館	3/F, Smithfield Municipal Services Building, 12K Smithfield, Kennedy Town, Hong Kong 香港堅尼地城士美菲路 12k 號士美菲路市政大廈三樓	03/08/15-14/08/15 <u>Mon to Sun:</u> 9:30am-5:30pm	1 (F.5/F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running - To assist in daily operation of the organization / company

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D24	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	01/06/15-28/06/15 <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 (Basic computer knowledge, e.g. Microsoft Word, Excel, Chinese input) - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company
D25	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	18/05/15-14/06/15 (F.6) 8 hrs/day incl. lunch hour Shift duty	2 (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 - To handle new books processing; replacement of CD cases; stamping of forms; designing spreadsheets etc.
D26	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	02/07/15-29/07/15 (F.6); 30/07/15-12/08/15 (F.5) 8 hrs/day incl. lunch hour Shift duty	1 (F.5) 1 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in arranging different activities; - To assist in daily operation of the organization / company including handling enquiries

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D27	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	18/05/15-12/06/15 (F.6) <u>Mon:</u> 12:00pm-8:00pm <u>Tue-Fri:</u> 9:15am-5:15pm	4 (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 including handling enquiries - To assist in conducting survey
D28	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	03/07/15-30/07/15 (F.6); 03/08/15-14/08/15 (F.5) *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.6) 1 Boy & 1 Girl (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
D29	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	02/07/15-29/07/15 (F.6); 03/08/15-14/08/15 (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	18/05/15-12/06/15 <u>Mon-Fri:</u> 8:30am-4:30pm	1 Girl (F.6)	Teacher Assistant (<i>Benevolent, patient, active</i>) - To assist in daily operation of the organization / company - To assist in conducting survey
E2	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		01/06/15-26/06/15 <u>Mon-Fri:</u> 8:30am-4:30pm	1 Girl (F.6)	- To assist in providing care services to children

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
E3	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	18/05/15-12/06/15 <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	<u>United Christian Hospital</u> Community Involvement & Volunteer Service Dept, G/F, Blk P, 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	26/05/15-03/07/15 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	40 (F.6)	Volunteer * 選擇第一志願者將獲優先考慮 (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: 23/05/15[Sat]; F2: 11/07/15[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	<u>Haven of Hope Hospital,</u> 8 Haven of Hope Road, Tseung Kwan O, N.T. 新界將軍澳靈實路 8 號	13/07/15-21/08/15 (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 elderly/children/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)	18/05/15-12/06/15 <u>Mon-Fri:</u> 9:00am-5:00pm (或需按個別中心開放時間工作, 每天 8 小時, 連午膳時間) *所有同學必須於	17 (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	和樂社區健康中心	觀塘協和街和樂邨居安樓 26-33 號地下	18/05/15 到聯合情緒健康	2	
G2	和樂社區健康中心(中醫部)	觀塘協和街和樂邨居安樓 26-33 號(地庫)	教育中心 (九龍牛頭角道 55 號利基大廈 A 座 2 樓)	1	- To assist in daily operation of the organization / company incl. handling enquiries & conducting survey
G3	白普理廣田社區健康中心	藍田廣田邨廣田商場 203 號	出席工作坊	1	
G4	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室	時間: 10:00am-5:00pm	1	- To assist in providing care services to elderly

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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	18/05/15-12/06/15	1	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 - To assist in daily operation of the organization / company incl. handling enquiries & conducting survey - To assist in providing care services to elderly
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	Mon-Fri: 9:00am-5:00pm	1	
G7	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層	(或需按個別中心開放時間工作, 每天 8 小時, 連午膳時間)	1	
G8	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓	*所有同學必須於 18/05/15 到聯合情緒健康	1	
G9	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下	教育中心 (九龍牛頭角道	2	
G10	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號	55 號利基大廈 A 座 2 樓)	1	
G11	那打素中醫服務暨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	出席工作坊 時間: 10:00am-5:00pm	1	
G12	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	
G13	聯合那打素彩頤健康中心	九龍牛頭角彩霞道 55 號彩頤居一樓		1	
G14	企業傳訊及公關部	將軍澳醫院 (詳細地址待定)		2	
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	01/06/15-26/06/15 (F6) 03/08/15-14/08/15 (F5) Mon-Fri: 9:00am-5:00pm (8 hrs/day, including lunch hour)	1 Girl (F.6) 1 Girl (F.5)	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 providing care services to children - To help teacher deal with classwork
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	15/06/15-10/07/15 Mon-Fri: 9:00am-5:00pm (tentative)	2 Girls (F.6)	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 programme running / arranging different activities - To assist in daily operation of the organization / company - To assist in providing care services to children

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
I2	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	13/07/15-07/08/15 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls (F.6)	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 programme running / arranging different activities - To assist in daily operation of the organization / company - To assist in providing care services to children
I3	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	18/05/15-12/06/15 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	1 Girls (F.6)	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
I4	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	26/05/15-23/06/15 <u>Mon-Fri:</u> 9:00am-5:00pm (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 - 製作教具及活動用品
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	18/05/15-13/06/15 <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 arranging different activities - To assist in marketing work

TOTAL: 153 Students POST: 10 Organizations