

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
A	Agency for Volunteer Service – Volunteer Action Centre 義務工作發展局 – 義工服務中心	1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong 香港西營盤西源里 6 號源輝閣一樓	15/05/17-09/06/17 (F.6); 24/07/17-04/08/17 (F.5) <u>Mon to Sat:</u> 9:00am-5:00pm *May need to perform shift duty for programs on Saturday	2 (F.5/F.6)	Volunteer Service Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running and support volunteer service - To assist in daily operation of the organization / company, incl. handling enquiries and conducting survey
B	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	12/06/17-07/07/17 <u>Mon-Fri:</u> 8:30am-4:30pm	2 (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 - To assist in providing care services to children
C01	Fanling Public Library 粉嶺公共圖書館	2/F, 9 Wo Mun Street, Fanling, N.T. 粉嶺和滿街 9 號 2 樓	15/05/17-09/06/17 (F.6) 24/07/17-04/08/17 (F.5) <u>Mon-Wed, Fri:</u> 9:00am-5:00pm <u>Thu:</u> 12:00noon-8:00pm	4 (F.5/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, incl. handling enquiries
C02	Hong Kong Central Library – General Reference / (Hong Kong Studies, 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	15/05/17-09/06/17 <u>Mon, Tue, Thu & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30noon-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)	2 Boys & 3 other Boys/Girls (F.6)	Library Assistant (<i>Knowledge of Chinese Word processing & Excel</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization - To check library materials; - To input data onto database; - To shelve books, documents & magazines - To assist in organizing reference documents

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C03	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 4 樓	15/05/17-10/06/17 <u>Mon-Tue, Thu-Sat:</u> 9:15am.-5:15pm 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
C04	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 4 樓	12/06/17-08/07/17 <u>Mon-Tue, Thu-Sat:</u> 9:15am.-5:15pm 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
C05	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	15/05/17-10/06/17 <u>Mon, Tue, Thu- Sat:</u> 10:00am.-6:00pm excluding Wed	6 (F.6)	Library Assistant (<i>Students should be able to handle Chinese input method, MS Word and Excel</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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C06	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	22/05/17-18/06/17 40 hrs/week; 8 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	3 (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 and conducting survey; - To assist in data processing & customer services, stocking taking of lib materials
C07	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	19/06/17-16/07/17 40 hrs/week; 8 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	3 (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 and conducting survey; - To assist in data processing & customer services, stocking taking of lib materials
C08	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	05/06/17-30/06/17 5-day work, 40 hrs per week (including lunch hour) <u>Mon-Tue, Thu-Sat</u> 10:00am-6:00pm Wed, Sun & PH 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
C09	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	22/05/17-16/06/17 <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.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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C10	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	01/06/17-30/06/17 <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.6)	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
C11	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	03/07/17-28/07/17 <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.6)	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
C12	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	24/07/17-04/08/17 <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
C13	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	03/07/17-30/07/17 (F.6) Shift duty	5 Boys & 5 Girls (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 - Shelving, sorting, labeling of lib materials & stock taking

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C14	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	07/08/17-19/08/17 (F.5) Shift duty	5 (F.5)	Library Volunteer <ul style="list-style-type: none"> - 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
C15	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	05/06/17-30/06/17 <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 <ul style="list-style-type: none"> - 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 services
C16	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	15/05/17-11/06/17 <u>Mon-Fri:</u> 10:00am-7:00pm <u>Sat & Sun:</u> 10:00-5:00pm (Thu off & Shift duty required)	1 (F.6)	Volunteer <ul style="list-style-type: none"> - To assist in daily operation of the organization , incl. handling enquiries - To assist in providing care services to the elderly and children
C17	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	12/06/17-09/07/17 <u>Mon-Fri:</u> 10:00am-7:00pm <u>Sat & Sun:</u> 10:00-5:00pm (Thu off & Shift duty required)	2 (F.6)	Volunteer <ul style="list-style-type: none"> - To assist in daily operation of the organization , incl. handling enquiries - To assist in providing care services to the elderly and children

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C18	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	08/05/17-02/06/17 <u>Mon to Sun (5-day work):</u> Within 8:30am-7:00pm period (lunch hour included, irregular shift, total of 40 hours per week)	4 Boys & 4 Girls (F.6)	Library Volunteer <ul style="list-style-type: none"> - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries - Sorting, shelving and searching of library materials, shelf-reading, etc
C19	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	07/08/17-18/08/17 <u>Mon to Sun (5-day work):</u> Within 8:30am-7:00pm period (lunch hour included, irregular shift, total of 40 hours per week)	4 Boys & 4 Girls (F.5)	Library Volunteer <ul style="list-style-type: none"> - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries - Sorting, shelving and searching of library materials, shelf-reading, etc
C20	Po On Road Public Library 保安道公共圖書館	1/F., Po On Road Municipal Services Building, 325-329 Po On Road, Sham Shui Po, Kowloon 九龍深水埗保安道 325 - 329 號保安道市政大廈二樓	22/05/17-16/06/17 <u>Mon:</u> 12:00noon-8:00pm <u>Tue - Fri:</u> 10:00am-6:00pm	2 Boys (F.6)	Library Volunteer <ul style="list-style-type: none"> - 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 - To assist in book sorting, shelving, shelf-reading and stock-taking
C21	Po On Road Public Library 保安道公共圖書館	1/F., Po On Road Municipal Services Building, 325-329 Po On Road, Sham Shui Po, Kowloon 九龍深水埗保安道 325 - 329 號保安道市政大廈二樓	17/07/17-28/07/17 <u>Mon:</u> 12:00noon-8:00pm <u>Tue - Fri:</u> 10:00am-6:00pm	2 Boys (F.5)	Library Volunteer <ul style="list-style-type: none"> - 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 - To assist in book sorting, shelving, shelf-reading and stock-taking

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C22	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	22/05/17-16/06/17 Shift duty	1 (F.6)	Library Volunteer (<i>Computer skills are required</i>) <ul style="list-style-type: none"> - 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 incl. handling enquiries - To assist in stock taking and data processing
C23	Sheung Shui Public Library 上水公共圖書館	3/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, N.T. 上水智昌路 13 號石湖墟市政大廈 3 樓	22/05/17-16/06/17	2 (F.6)	Library Volunteer <ul style="list-style-type: none"> - 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, incl. handling enquiries
C24	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	29/05/17-25/06/17 Mon: 12:00noon-8:00pm Tue-Fri: 9:00am-5:00pm Sat, Sun (alternate week): 9:00am-5:00pm *Average 44 hrs/wk	2 Boys & 2 Girls (F.6)	Volunteer (<i>Basic computer knowledge, e.g. Microsoft Word, Excel, Chinese input</i>) <ul style="list-style-type: none"> - 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

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C25	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	22/05/17-16/06/17 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.
C26	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	03/07/17-30/07/17 8 hrs/day, irregular hours	2 Boys & 2 Girls (F.6)	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 including handling enquiries
C27	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	31/07/17-13/08/17 8 hrs/day, irregular hours	2 Boys & 2 Girls (F.5)	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
C28	Un Chau Street Public Library 元洲街公共圖書館	1/F., Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Kowloon. 九龍元州街 59-63 號元州街市政大廈一樓	03/07/17-28/07/17 Shift duty	1 Boy & 1 Girl (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries

Participating Organizations of Summer Career-Related Experience Scheme 2017 (As of 5 Apr 2017)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C29	Un Chau Street Public Library 元洲街公共圖書館	1/F., Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Kowloon. 九龍元州街 59-63 號元州街市政大廈一樓	01/08/17-14/08/17 Shift duty	1 Boy & 1 Girl (F.5)	Volunteer <ul style="list-style-type: none"> - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries
C30	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	03/07/17-28/07/17 *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.6)	Volunteer <ul style="list-style-type: none"> - 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
C31	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	01/08/17-14/08/17 *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.5)	Volunteer <ul style="list-style-type: none"> - 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
D01	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	3-6/F A, Jockey Club Social Services Building, 100 Kennedy Road, Wan Chai, Hong Kong 灣仔堅尼地道 100 號 3 樓	15/05/17-09/06/17 <u>Mon-Fri:</u> 8:30am-4:30pm	1 Boy 2 Girls (F.6)	Teacher Assistant (<i>Benevolent, patient, active</i>) <ul style="list-style-type: none"> - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing care services to children

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D02	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	15/05/17-09/06/17 <u>Mon-Fri:</u> 9:00am-5:00pm	2 (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 -
E01	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	22/05/17-30/06/17 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	50 (F.6)	Volunteer (學生將被安排到兩院服務, 必須出席指定工作坊及完成 6 星期的服務時間) - To provide clerical support, e.g. filing, telephone enquiry, etc
E02	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	10/07/17-18/08/17 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	30 (F.6/F.5)	- 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
F01-21	United Christian Nethersole Community Health Service 基督教聯合那打素社康服務	L1, KEC Administrative Building, No.2 Po Ning Lane, Hang Hau, Tseung Kwan O, Kowloon. 將軍澳坑口寶寧里二號九龍東聯網行政樓一樓 (總部) 將派往不同的中心工作	05/06/17-30/06/17 <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)	26 (F.6)	活動助理 (熟悉電腦 Word, Excel 及中英文輸入法: 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
F01	基督教聯合那打素社康服務總部	將軍澳坑口寶寧里二號九龍東聯網行政樓一樓		1	
F02	白普理廣田社區健康中心	藍田廣田邨廣田商場 203 號		1	
F03	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	
F04	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓		1	

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
F05	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層	05/06/17-30/06/17	1	活動助理
F06	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下	Mon-Fri: 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)	1	(熟悉電腦 Word, Excel 及中英文輸入法: 廣東話)
F07	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室		2	- To provide clerical support, e.g. filing, telephone enquiry, etc
F08	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	- To assist in programme running / arranging different activities
F09	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)		1	- To assist in daily operation of the organization / company incl. handling enquiries & conducting survey
F10	聯合那打素彩頤健康中心(中醫部)	九龍牛頭角彩霞道 55 號彩頤居一樓		1	To assist in providing care services to elderly
F11	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		1	
F12	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	
F13	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	
F14	愛鄰網絡(廣福)	大埔廣福邨廣仁樓 19 號地下		2	
F15	愛鄰網絡(秀茂坪)	秀茂坪邨秀茂坪商場 313 室		2	
F16	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	
F17	鯉魚門長者日間護理中心	九龍油塘鯉魚門徑 6 號鯉魚門市政大廈閣樓		2	
F18	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號		2	
F19	預防醫學及醫療外展服務	觀塘協和街和樂邨居安樓 26-33 號地下		1	
F20	南亞裔健康支援計劃	觀塘協和街和樂邨居安樓 26-33 號地下		1	
F21	少數族裔及新移民戒煙計劃	天水圍天晴邨社區綜合服務大樓 1 樓 103 室	1		
G01	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	19/06/17-14/07/17 Mon-Fri: 9:00am-5:00pm (8 hrs/day, including lunch hour)	2 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 assist in daily operation of the organization / company

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
G02	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	07/08/17-18/08/17 <u>Mon-Fri:</u> 9:00am-5:00pm (8 hrs/day, including lunch hour)	2 Girls (F.5)	Teacher Assistant (<i>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</i>) - To assist in daily operation of the organization / company
H01	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	29/05/17-23/06/17 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls (F.6)	教師助理 (<i>上班需服飾需整齊大方, 不可穿背心、露背裝、短褲</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 providing care services to children
H02	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	26/06/17-21/07/17 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls (F.6)	教師助理 (<i>上班需服飾需整齊大方, 不可穿背心、露背裝、短褲</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 providing care services to children
H03	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	31/07/17-11/08/17 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls (F.5)	教師助理 (<i>上班需服飾需整齊大方, 不可穿背心、露背裝、短褲</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 providing care services to children

Participating Organizations of Summer Career-Related Experience Scheme 2017 (As of 5 Apr 2017)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
H04	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	24/07/17-04/08/17 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 (F.5)	文員助理 (同學在服務期一週前需先致電園方作初步溝通) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in producing teaching materials
H05	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, N.T. 新界上水彩園村彩玉樓地下	05/06/17-30/06/17 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	4 (F.6)	教師助理 - To assist in programme running/ arranging different activities - To assist in daily operation of the organization / company - To assist in providing caring services to children
H06	YCH Nina Lam Kindergarten/ Child Care Centre 仁濟醫院林李婉冰幼稚園/幼兒中心	G/F, 6, Tin Ho Road, Tin Shui Wai, N.T. 新界元朗天水圍天河路 6 號地下	15/05/17-16/06/17 <u>Mon-Fri</u> 9:00am-5:00pm	2 (F.6)	文員助理 - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in conducting survey and computer works
H07	YCH Nina Lam Kindergarten/ Child Care Centre 仁濟醫院林李婉冰幼稚園/幼兒中心	G/F, 6, Tin Ho Road, Tin Shui Wai, N.T. 新界元朗天水圍天河路 6 號地下	31/07/17-11/08/17 <u>Mon-Fri</u> 9:00am-5:00pm	2 (F.5)	文員助理 - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in conducting survey and computer works
I	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	15/05/17-09/06/17 <u>Mon-Fri:</u> 9:00am-6:00pm <u>Sat:</u> 9:00am-1:00pm (On alternate weeks)	2 Girls (F.6)	Marketing Clerk - 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 all-round sales & marketing work * Each student is entitled to \$1000 transport allowance per working month.

TOTAL: 209 Students POST: 9 Organizations