

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	28/05/18-22/06/18 (F.6); 23/07/18-03/08/18 (F.5) <u>Mon - Sat:</u> 9:00am-5:00pm *May need to perform shift duty for programs on Sat	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	11/06/18-06/07/18 <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	28/05/18-22/06/18 (F.6); 23/07/18-03/08/18 (F.5) <u>Mon-Wed, Fri:</u> 9:00am-5:00pm <u>Thu:</u> 12:00noon-8:00pm	2 (F.6) 2 (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, incl. handling enquiries
C02	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	21/05/18- 10/06/18 (3 weeks, 8 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 services, stocking taking of lib materials

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C03	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	11/06/18- 01/07/18 (3 weeks, 8 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 services, stocking taking of lib materials
C04	Hong Kong Central Library – Documents and Heritage Section: Promotion and Programming Unit 香港中央圖書館 – 推廣及活動統籌組	Room 038-6, G/F, Hong Kong Central Library, 66 Causeway Road, Causeway Bay 銅鑼灣高士威道 66 號香港中央圖書館地下 038-6 室	15/05/18 – 01/06/18 <u>Mon to Fri (Except PH):</u> 9:00am - 5:00pm	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 programme running
C05	Hong Kong Central Library – Documents and Heritage Section: Promotion and Programming Unit 香港中央圖書館 – 推廣及活動統籌組	Room 038-6, G/F, Hong Kong Central Library, 66 Causeway Road, Causeway Bay 銅鑼灣高士威道 66 號香港中央圖書館地下 038-6 室	04/06/18 – 29/06/18 <u>Mon to Fri (Except PH):</u> 9:00am - 5:00pm	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 programme running
C06	Hong Kong Central Library – General Reference / (Hong Kong Studies & 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	28/05/18-22/06/18 <u>Mon, Tue, Thu & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30nn-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 + 1 other Boy/Girl (F.6)	Library Assistant (Knowledge of Chinese Word processing & Excel) - 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 databases; - To shelve books, documents & magazines - To assist in organizing reference documents

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C07	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	14/05/18-08/06/18 <u>Mon, Tue, Thu- Sat:</u> 9:15am - 5:15 pm Wed, Sun: Off	2 (F.6)	Volunteer (<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
C08	Hong Kong Central Library - Special Reference/NPCI 香港中央圖書館 - 最新報刊閱覽部	5/F., Current Newspapers and 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 5 樓報章及期刊閱覽部	14/05/18-09/06/18 (4 weeks, 8 hrs/working day, incl. lunch hour) <u>Mon, Tue, Thu- Sat:</u> 10:00am - 6:00pm Wed, Sun: Off	2 (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 collection management
C09	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	04/06/18-29/06/18 (8 hrs/working day, incl. 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
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	04/06/18-29/06/18 <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

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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	03/07/18-31/07/18 <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
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	06/08/18-17/08/18 <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 (<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
C13	Lam Tin Public Library 藍田公共圖書館	5/F, Lam Tin Complex, 1 Hing Tin Street, Lam Tin, Kowloon. 藍田慶田街 1 號藍田綜合大樓 5 至 6 樓	04/06/18-29/06/18 <u>Mon:</u> 12:00noon-8:00pm; <u>Tue-Fri:</u> 10:00am-6:00pm/ 11:00am-7:00pm/ 12:00nn-8:00pm *Shift duty required	1 Boy + 1 Girl (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 and providing customer services
C14	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, Kowloon 九龍觀塘鯉魚門徑 6 號鯉魚門市政大廈 1 樓	09/07/18-03/08/18(F.6); 30/07/18-10/08/18(F.5) <u>Mon-Fri:</u> 10:00am-7:00pm <u>Sat & Sun:</u> 10:00-5:00pm Thu: Off	2 (F.5/F.6)	Volunteer - 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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C15	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	28/05/18-22/06/18 <u>Mon:</u> 12:00nn-8:00pm <u>Tue - Fri:</u> 11:00am-7:00pm	2 (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 - To assist in book sorting, shelving, shelf-reading and stock-taking
C16	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	23/07/18-03/08/18 <u>Mon:</u> 12:00nn-8:00pm <u>Tue - Fri:</u> 11:00am-7:00pm	2 (F.5)	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 - To assist in book sorting, shelving, shelf-reading and stock-taking
C17	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	28/05/18-22/06/18	2 (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, incl. handling enquiries
C18	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	28/05/18-22/06/18 (8 hrs/working day, incl. lunch hour)	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 handle new books processing; replacement of CD cases; stamping of forms; designing spreadsheets etc

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C19	Tiu Keng Leng Public Library 調景嶺公共圖書館	4 Chui Ling Road, Tseung Kwan O, N.T. 將軍澳翠嶺路 4 號	03/07/18-29/07/18 <u>Mon-Wed, Fri-Sun:</u> 9:00am-5:00pm <u>Thur:</u> 12:00nn-8:00pm *May need to perform duty on required Sat/Sun	1 Boy + 1 Girl (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 & conducting survey, shelving of library materials
C20	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	25/06/18-20/07/18 <u>Mon-Wed, Fri:</u> 10:00am-6:00pm Thur: Off	2 (F.6)	Volunteer - To assist in daily operation of the organization / company, e.g. book sorting, shelving, shelf-reading and stock-taking
C21	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	30/07/18-10/08/18 Mon-Wed, Fri: 10:00am-6:00pm Thur: Off	2 (F.5)	Volunteer - To assist in daily operation of the organization / company, e.g. book sorting, shelving, shelf-reading and stock-taking
C22	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	09/07/18-03/08/18 (8 hrs/working day, incl. lunch hour) 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 - To assist in providing counter services to the public

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C23	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	06/08/18-17/08/18 (8 hrs/working day, incl. lunch hour) Shift Duty	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 - 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	25/06/18-20/07/18 <u>Mon-Fri:</u> 8:30am-4:30pm	2 Girls (F.6)	Teacher Assistant (<i>Benevolent, patient, active</i>) - To provide clerical support, e.g. filing, telephone enquiry, conducting survey, etc - To assist in providing care services to children
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	28/05/18-22/06/18 <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, 2/F, Blk Q, 130 Hip Wo Street, Kwun Tong, Kowloon.	04/06/18-29/06/18 <u>Mon-Fri:</u> 9:00am-5:00pm	40 (F.6)	Volunteer (<i>學生將有機會被安排到兩院服務, 必須出席指定工作坊及完成 4 星期的服務時間</i>) - 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	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 <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	23/07/18-17/08/18 <u>Mon-Fri:</u> 9:00am-5:00pm	40 (F.5/F.6)	- 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, elderly & children

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F01-22	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	04/06/18-29/06/18 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)	29 (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		2	
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	
F05	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層		2	
F06	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下	04/06/18-29/06/18 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	活動助理 (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	
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 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
F09	賽馬會和樂社區健康中心	觀塘協和街和樂邨居安樓 26-33 號地下		1	
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	
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(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	大埔廣福邨廣崇樓地下 B103-104 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	

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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	
F22	聯合情緒健康教育中心	九龍觀塘協和制 130 號聯合醫院 J 座 5 樓		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	04/06/18-29/06/18 <u>Mon-Fri:</u> 9:00am-5:00pm (8 hrs/day, including lunch hour)	2 Girls (F.6)	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 arranging different activities and providing care services to children
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	06/08/18-17/08/18 <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 arranging different activities and providing care services to children
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	28/05/18-22/06/18 <u>Mon-Fri:</u> 9:00am-5:00pm	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

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	25/06/18-20/07/18 <u>Mon-Fri:</u> 9:00am-5:00pm	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
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	30/07/18-10/08/17 <u>Mon-Fri:</u> 9:00am-5:00pm	2 Girls (F.5)	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
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	23/07/18-03/08/18 <u>Mon-Fri:</u> 9:00am-5:00pm	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

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	28/05/18-22/06/18 <u>Mon-Fri</u> : 9:00am-5:00pm	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	14/05/18-08/06/18 <u>Mon-Fri</u> 9:00am-5:00pm	2 Girls (F.6)	教學助理 - To assist in programme running, art work & classroom duties - To assist in providing care to children
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	11/06/18-06/07/18 <u>Mon-Fri</u> 9:00am-5:00pm	2 Girls (F.6)	教學助理 - To assist in programme running, art work & classroom duties - To assist in providing care to children
H08	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	23/07/18-03/08/18 <u>Mon-Fri</u> 9:00am-5:00pm	2 Girls (F.5)	教學助理 - To assist in programme running, art work & classroom duties - To assist in providing care to children
H09	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	06/08/18-17/08/18 <u>Mon-Fri</u> 9:00am-5:00pm	2 Girls (F.5)	教學助理 - To assist in programme running, art work & classroom duties To assist in providing care to children
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	28/05/18-22/06/18 <u>Mon-Fri</u> : 9:00am-6:00pm	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.

Participating Organizations of Summer Career-Related Experience Scheme 2018 (As of 15 March 2018)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
J01	Hong Kong PHAB Association Hong Kong Island PHAB Centre 香港傷健協會港島傷健中心	Unit 5-12, G/F, Sui Yick House, Siu Sai Wan Estate, Chai Wan, Hong Kong. 柴灣小西灣邨瑞益樓地下 5-12 室	16/07/18-27/07/18	2 Boys (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running/ arranging different activities (outdoor) - To assist in daily operation of the organization / company
J02	Hong Kong PHAB Association Hong Kong Island PHAB Centre 香港傷健協會港島傷健中心	Unit 5-12, G/F, Sui Yick House, Siu Sai Wan Estate, Chai Wan, Hong Kong. 柴灣小西灣邨瑞益樓地下 5-12 室	30/07/18-10/08/18	2 Boys (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running/ arranging different activities (outdoor) - To assist in daily operation of the organization / company

TOTAL: 189 Students POST: 10 Organizations