

Working Places for Summer Work Experience Scheme 2011 (tentative)

Code	Name of Agency	Site Address	Working Period	No. of Posts	Job Nature
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	16/05/11-31/07/11 <u>Mon-Sun:</u> 9:00am-5:00pm (Shift duty if Sat/Sun have programs)	1 (F.7)	Assistant (Fundraising & Promotion) ^{#1} - Assist to perform fundraising & promotion activities - Clerical work, incl. filing, telephone enquiry, etc
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	16/05/11-09/07/11 (8 weeks for F.7) 01/08/11-13/08/11 (2 weeks for F.5/F.6) <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat have programs)	2 Boys & 2 Girls (F.7 x2) (F.5/F.6 x2)	Volunteer Service Assistant ^{#2} - Clerical support to Referral service and HKCV membership service; - Data input; receive inquiry calls, counter duty - filing; stock taking; - assist in volunteer services
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	16/05/11-09/07/11 (8 weeks) <u>Mon-Sat:</u> 9:00am-5:00pm (Shift duty if Sat have programs)	2 (F.7)	Assistant (Volunteer Service) ^{#3} - Handling clerical work, assisting in organizing volunteer service projects - Assist to arrange a mainland service trip (tentative period: 19-21/6/2011 at Guangdong Province Shaoguan 廣東省韶關市 under Hopeful School Project (HSP)希望學校計劃)*
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	2/F, China Merchants Commercial Building, 15-16 Connaught Road West, Sheung Wan, Hong Kong. 上環干諾道西 15-16 號招商局置業大廈 2 樓	16/05/11-09/07/11 (8 weeks) <u>Mon-Sun:</u> 9:00am-5:00pm (Shift duty if Sat & Sun have programs or training)	2 (F.7)	Program Assistant ^{#4} - Centre daily operation; - Assist in program running, e.g. day camp; - Data input; - Assist in managing library - Program & training planning
A5	Agency for Voluntary Service - Western Garden Social Centre for the Elderly 義務工作發展局 - 西園長者中心	G/F, Western Garden, 82 First Street, Sai Ying Pun, Hong Kong 西環第一街 82 號地下	07/06/11-29/07/11 (8 weeks for F.7) 01/08/11-13/08/11 (2 weeks for F.5/F.6) <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.7 preferred)	Program Assistant ^{#5} - Assist to organize centre program - Plan and run a group - Assist centre daily operation

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B	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	30/05/11-08/07/11 <u>Mon-Fri:</u> 8:30am-4:30pm	2 (F.7)	Teacher Assistants - Word processing, - Design and arrange bulletin boards, - look after pupils during activities (including outings) - Help in other school activities, etc
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 號香港中華廠商會聯合大廈 24 樓	01/06/11-31/07/11 <u>Mon to Fri:</u> 9:30am-5:30pm (lunch: 1:00-2:00pm) <u>Sat:</u> 9:30am-1:00pm	1 (F.7)	Summer Student - Clerical Work, Translation, Typing, Drafting letters and documents, attending Court with Solicitors, taking notes
D1	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	16/05/11-15/07/11 (9 weeks) *43.75 hrs/week 8.75 hrs/working day (incl. lunch hour) *Need to perform duty on alternate Sat/Sun	2 Boys & 2 Girls (F.7)	Volunteer - Data processing and customer service including introducing library service to the public; - Stock taking of library materials; - Simple shelving duty;
D2	Hong Kong Central Library – General Reference 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	13/06/11-05/08/11 (8 weeks) <u>Mon & Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	1 Boy & 4 either sex (F.7)	Library Assistant ^{#6} - Inputting data to database; - Organizing reference documents; - Processing new books; - Shelving books
D3	Hong Kong Central Library – General Reference 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	13/06/11-22/07/11 (6 weeks) <u>Mon & Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	1 Boy (F.7)	Library Assistant ^{#7} - Inputting data to database; - Organizing reference documents; - Processing new books; - Shelving books & magazines

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D4	Hong Kong Central Library – Special Reference / Current Newspapers & Periodicals Reading Area 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	16/05/11 (mid-May) -09/07/11 <u>Mon-Tue, Thu- Sat:</u> 10:00am.–6:00pm excluding Wed	2 (F.7 preferable)	Library Assistant ^{#8} - To conduct research for annual review of newspapers & periodicals, microfilm ; - To assist in handling readers' enquiries and to conduct survey
D5	Hong Kong Central Library – Special Reference / Back Issues of Newspapers & Periodicals 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	16/05/11 (mid-May) -25/06/11 (6 weeks) <u>Mon-Tue, Thu-Sat:</u> 10:00am.–6:00pm Wed & Sun off	2 (F.7)	Student Helper ^{#9} - Processing back issues of newspapers & periodicals; - Inputting data into database; - Performing counter & patrol duties; - Other duties assigned by supervisors
D6	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	20/06/11-31/07/11 (6 weeks) 5-day work, 44 hrs per week (including lunch hour)	1 Girl (F.7)	Worker ^{#10} - Preparing project guides and booklists; - Data input; - Sorting and shelving library materials - Other office duties assigned by supervisors
D7	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	07/06/11-16/07/11 (6 weeks for F.7) 18/07/11-30/07/11 (2 weeks for F.5) Shift duty	6 Boys & 6 girls (F.7) 10 (F.5)	Summer Student Helper - Library work
D8	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	23/05/11-30/06/11 (6 weeks) <u>Mon-Fri:</u> 8:30am-8:10pm *44 hrs/wk	1 Boy & 1 Girl (F.7)	Library Assistant Trainee ^{#11} - Book sorting & shelving; - New books processing, - Stock taking of library materials
D9	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,	01/06/11-17/07/11 (F.7)	3 Boys & 3 Girls	Library Assistant Trainee ^{#11} - Book sorting & shelving;

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		KLN 大角咀福全街 63 號大角咀市政大廈 3 樓	18/07/11-31/07/11 (F.6) <u>Mon-Wed, Fri</u> 9:30am-7:00pm <u>Sat, Sun</u> (alternate weeks): 10:00am-5:00pm	(F.7 x 4) (F.6 x 2)	- New books processing, - Filing; replace & amend of CDs, etc
D10	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	16/05/11-09/07/11 (8 weeks) Shift duty	2 (F.7)	Library Assistant Trainee - General library duties, - Users education and assist librarian to organize and run extension activities
D11	Yau Ma Tei Public Library 油蔴地公共圖書館	G/F & M/F., 250 Shanghai Street, Kowloon 九龍油蔴地上海街 250 號地下及閣樓	16/05/11-09/07/11 (8 weeks) *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.7)	Library Assistant - Perform general office work in library, such as book shelving, circulation, etc.
E	Ming Pao Holdings Limited 明報集團有限公司 Accounts Department; Marketing Department; Publications Department; Legal & Co Sec. Department	15/F Block A, Ming Pao Industrial Centre, 18 Ka Yip Street, Chaiwan, H.K. 柴灣嘉業街 18 號明報工業中心 A 座 15 樓	01/06/11-31/07/11 <u>Mon-Fri:</u> 9:00am-5:00pm (pending)	2 Boys, 4 Girl & 2 either sex (F.7)	Clerical Assistant - General Clerical Duties (Computer knowledge such as Microsoft Excel, Chinese & English typing)
F1	St. James' Settlement - Day Care Centre for the Elderly 聖雅各福群會 - 灣仔長者日間護理中心	2/F, 85 Stone Nullah Lane, Wanchai, HK 灣仔石水渠街 85 號 2 樓	16/05/11-24/06/11 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	2-4 (F.7)	Summer Volunteer - 協助中心日常活動，包括協助長者做運動，陪伴長者傾談
F2	St. James' Settlement - Evergreen Day Care Centre for the Elderly 聖雅各福群會 - 柏逸長者日間護理中心	Room 1, 6-9, Lok Hing House, Hing Wah II Estate, Chai Wan, HK 柴灣興華二邨樂興樓 1,6-9 號地舖	16/05/11-24/06/11 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.7)	Summer Volunteer - 協助中心日常活動，包括協助長者做運動，陪伴長者傾談
F3	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	2/F & 3/F, 1 Li Chit Street, Wan Chai, Hong Kong 灣仔李節街 1 號 2 樓及 3 樓	20/06/11-15/07/11 <u>Mon-Fri:</u> 9:00am-5:00pm	5 (F.7)	Teacher Assistant - Caring of 2 to 6 yrs children, art work

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F4	St. James' Settlement - Wanchai Integrated Family Service Centre 聖雅各福群會-灣仔綜合家庭服務中心	4/F, 85 Stone Nullah Lane, Wan Chai, HK 灣仔石水渠街 85 號 12 樓	16/05/11-08/07/11 <u>Mon-Fri</u> : 9:00am-5:00pm	2 (F.7)	Receptionist ^{#12} - Reception - Clerical Work - Program Assistant
G1	United Christian Hospital & Haven of Hope Hospital 基督教聯合醫院及靈實醫院	United Christian Hospital, 130 Hip Wo Street, Kwun Tong, Kowloon 九龍觀塘協和街 130 號基督教聯合醫院	1. 30/05/11-08/07/11 (6 weeks) <u>Mon-Fri</u> : 9:00am-5:00pm	40 each phase (F.5 to F.7)	Volunteer ^{#13} - 一般辦公室工作及病室簡單護理工作為主
G2		Haven of Hope Hospital, 8 Haven of Hope Road, Tseung Kwan O, Kln. 九龍將軍澳靈實路 8 號	2. 18/07/11-26/08/11 (6 weeks) <u>Mon-Fri</u> : 9:00am-5:00pm		
	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, Kowloon 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)	23/05/11-24/06/11 <u>Mon-Fri</u> : 9:00am-5:00pm	39 (F.7)	活動助理 ^{#14} - 協助各中心日常工作 - 服務問卷調查 - 文書工作，資料輸入 (Word, Excel, 中文輸入) - 協助安排/帶領活動
H1	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 23/05/11 到賽馬會和樂社區健康中心 (即觀塘協和街和樂邨居安樓 26-33 號 (地庫)出席工作簡介)	3	
H2	賽馬會和樂社區健康中心 (地庫)	觀塘協和街和樂邨居安樓 26-33 號(地庫)		2	
H3	白普理廣田社區健康中心	藍田廣田邨廣田商場 203 號		2	
H4	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室		3	
H5	秀茂坪愛鄰網絡	秀茂坪邨秀茂坪商場 313 室		3	
H6	將軍澳愛鄰網絡	將軍澳/聯合醫院 F 座 4 樓		2	
H7	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層		3	
H8	佐敦健康中心 (綜合服務)	九龍彌敦道 208-212 號四海大廈 14 樓 1401 室		2	

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H9	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓		2	
H10	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下		3	
H11	廣福愛鄰網絡	大埔廣福邨廣仁樓 19 號地下		2	
H12	香港教育學院保健中心	大埔露屏路 10 號香港教育學院行政大樓 1 樓		2	
H13	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號		2	
H14	那打素中醫藥臨床研究服務中心	大埔全安路 11 號那打素醫院 J 座地下		2	
H15	鯉魚門長者日間護理中心	油塘鯉魚門徑 6 號鯉魚門市政大樓閣樓		2	
H16	基督教聯合那打素社康服務總部	九龍觀塘協和街 130 號聯合醫院吳詠棠大樓 4 樓	4		
I4	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	16/05/11-29/07/11 <u>Mon-Fri:</u> 9:00am-5:00pm (8 hrs/day, including lunch hour)	1 Boy & 2 Girls (F.7)	Teacher Assistant ^{#15} - To help teacher deal with class work
J1	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	25/07/11-05/08/11 <u>Mon-Fri:</u> 9:00am-5:00pm	2 Girls (F.5/F.6)	文員助理 ^{#16} - 電腦文書 - 製作教材
J2	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	20/06/11-29/07/11 (F.7) 01/08/11-12/08/11 (F.5/F.6) <u>Mon-Fri:</u> 9:00am-5:00pm	4 (F.7) 4 (F.5/F.6)	教師助理 ^{#17} - 協助管理班房秩序及學生常規 - 協助推行遊戲活動 - 協助製作教材及佈置教室 - 協助推行特別活動(戶外/戶內) - 協助文書工作
J3	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	16/05/11-29/07/11 <u>Mon-Fri:</u> 9:00am-5:00pm (lunch hour included)	2 (F.7)	A: Assistant Teacher - Teaching and caring of children; B: Assistant Clerk - Computer typing, filing, etc.

TOTAL: 218 Students POST: 10 Organizations

Notes/Special requirements:

- #1 Good telephone manner, good knowledge of computer skill
- #2 Knowledge of Word & Excel, 中文輸入, Good communication skills
- #3 Knowledge of Chinese typing and fluent in Putonghua
- * HSP is supported by Crystal Groups (晶苑集團) and donations from corporations and private sectors. Visit <http://www.av.s.org.hk/hsp/cht/> for more details.
- #4 Chinese typing
- #5 Knowledge of Word & Excel, 中文輸入, Good communication skills
- #6 Knowledge of Chinese Word processing
- #7 Knowledge of Chinese Word processing & Excel
- #8 Familiar with Internet & database search, computer knowledge of Word, Excel and Chinese input method
- #9 Knowledge of word processing & Chinese input method; knowledge in Access database is preferable
- #10 Book lover; good command of written Chinese & English; computer knowledge in common office applications
- #11 Basic computer knowledge, e.g. Word, Excel, Chinese input
- #12 Mature, responsible and good in spoken English and Chinese
- #13 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；並必須出席首天工作簡介及 infection control training (H1 - 30/05/11; H2 - 18/07/11)
- #14 熟悉電腦 Word, Excel 及中文輸入法；廣東話
- #15 學校提供午膳
- #16 上班需服飾需整齊大方，不可穿背心、露背裝、短褲
- #17 不可染髮上班
- #18 Interested in child care service; willing to work hard to learn; 請於申請表註明職位 A 或 B