

Working Places for Summer Work Experience Scheme 2010 (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	01/06/10-30/07/10 <u>Mon-Sun:</u> 9:00am-5:00pm (5 days work)	1 (F.7)	Assistant - Clerical work - Data entry - Co-ordination work
A2	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 西營盤西源里 6 號源輝閣一樓	01/06/10-09/07/10 (May extend to 30/07/10 if students are available) <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.7)	Programme Assistant - Clerical support; Data entry; filing; telephone inquiry; - logistic support in volunteer services
A3	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	01/06/10-31/07/10 6 weeks <u>Mon-Sun:</u> 9:00am-5:00pm (5 days work)	2 (F.5/F.7)	Programme Assistant - Centre daily operation; - assist in programme running, e.g. day camp; - data input; managing library program & training planning
A4	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	01/06/10-31/07/10 <u>Mon-Fri:</u> 9:00am-5:00pm <u>Sat:</u> 9:00am-1:00pm Shift duty	2 (F.5/F.7)	活動助理 - 協助推行活動; 推行小組 - 詢問處工作; - 文書工作
B	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	31/05/10-09/07/10 <u>Mon-Fri:</u> 8:30am-4:30pm (including lunch time) <u>Sat:</u> 9:00am-12:00pm	1 (F.5) 1 (F.7)	Teacher Assistants - Word processing, - Design and arrange bulletin boards, - look after pupils during activities (including outings) - Help in other school activities, etc

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C	Ho & Ip Solicitors 何葉律師行	24/F, CMA Building, 64 Connaught Road Central, Hong Kong	01/06/10-31/07/10 <u>Mon to Fri:</u> 9:30am-5:30pm (lunch: 1:00-2:00pm) <u>Sat:</u> 9:30am-1:00pm	1 Boy (F.7)	Summer Student - Clerical Work, Translation, Typing, Drafting letters and documents, attending Court with Solicitors, taking notes
D	The Hong Kong Federation of Youth Groups 香港青年協會	4/F, 54, Bedford Road, Tai Kok Tsui, Kowloon 大角咀必發道 54 號 4 字 5 樓	01/06/10-10/07/10 <u>Mon to Fri:</u> 9:30am-5:30pm <u>Sat:</u> 9:00am-1:00pm	2 (F.7)	Program Worker - Help social worker run programs; - Preparation before program; - General office duty, e.g. filing documents; - Need to work outside and work in holidays
E1	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	01/06/10-31/07/10 <u>Mon & Tue, Thur & Fri:</u> 9:30am-6:30pm Sat, Sun (alternate weeks) 9:30am-5:30pm *44 hrs/week	4 (F.7)	Library Assistant Trainee - Assist in providing simple counter services; - Assist in compiling statistics; - Assist in processing non-print materials and handling of surplus stock; - Assist in performing sorting and shelving of library materials
E2	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	14/06/10-06/08/10 (8 wks) <u>Mon & Tue, Thur & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm	5 (F.7)	Library Assistant - Inputting data to database; - Organizing reference documents; - Processing new books; - Shelving books
E3	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	17/05/10 (mid-May) -10/07/10 <u>Mon-Tue, Thu- Sat:</u> 10:00am.–6:00pm excluding Wed	2 (F.5/F.7*)	Library Assistant - To conduct research for annual review of newspapers & periodicals, microfilm ; to assist in handling readers' enquiries and to conduct survey

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E4	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	14/06/10-07/08/10 <u>Mon-Tue, Thu-Sat:</u> 10:00am.–6:00pm Wed & Sun off	2 (F.5/F.7*)	Student Helper - Processing back issues of newspapers & periodicals; - Inputting data into computer for annual NP review; - Inputting data into Access database; - Performing counter & patrol duties; - Other duties assigned by supervisors
E5	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	14/06/10-31/07/10 5-day work, 44 hrs per week (including lunch hour)	1 Girl (F.7)	Library Assistant - Preparing project guides and booklists; - Sorting and shelving library materials - Other office duties assigned by supervisors
E6	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	01/06/10-10/07/10 (6 wks)	4 Boys & 3 girls (F.5) 2 Boys & 2 girls (F.7)	Summer Student Helper - Library work
E7	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	01/06/10-15/07/10 9:30am-5:30pm weekdays	2 (F.5/F.7)	Library Assistant - Library circulation duties - Books/Library materials shelving and sorting duties - Clerical duties in the Library
E8	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	14/06/10-25/07/10 <u>Mon-Sat:</u> 8:30am-8:10pm <u>Sun:</u> 8:30am-5:10pm *44 hrs/wk	1 Boy & 1 Girl (F.5)	CSA/Library Assistant Trainee - Book sorting & shelving; - New books processing, - Filing; replace & amend of CDs, etc

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E9	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	01/06/10-31/07/10 <u>Mon-Wed, Fri</u> 10:00am-7:00pm <u>Sat, Sun</u> (alternate weeks): 10:00am-5:00pm	2 Boys & 2 Girls (F.7)	Library Assistant Trainee - Book sorting & shelving; - New books processing, - Filing; replace & amend of CDs, etc
E10	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	14/06/10-07/08/10 *8 hours per day	1 Boy & 1 Girl (F.5)	Library Assistant - Perform general office work in Library, such as book shelving, circulation, etc.
F	Ming Pao Holdings Limited 明報 Accounts Department Marketing Department Publications Department, Tourist 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 17 樓 Room 1908-1909, 19/F, One Grand Tower, 639 Nathan Road, Kowloon. (Tourist) 九龍彌敦道 639 號雅蘭中心一期 19 樓 1908-1909 室 (旅遊部)	01/06/10-31/07/10 <u>Mon-Fri:</u> 9:00am-5:00pm (pending)	8 (F.7)	Clerical Assistant - General Clerical Duties (computer knowledge including Microsoft Excel and Chinese & English typing required)
G1	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	1. 01/06/10-30/06/10 <u>Mon-Fri:</u> 9:00am-5:00pm	4 (F.5/F.7)	Summer Volunteer - Assist in day care centre operation - Provide activities & programmes
G2			2. 02/07/10-30/07/10 <u>Mon-Fri:</u> 9:00am-5:00pm	4 (F.5/F.7)	
G3	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	1. 01/06/10-30/06/10 <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.5/F.7)	Summer Volunteer - Assist in day care centre operation - Provide activities & programmes
G4			2. 02/07/10-30/07/10 <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.5/F.7)	

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G5	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, Li Chit Garden, 1 Li Chit Street, Wan Chai, Hong Kong 灣仔李節街 1 號李節花園 2 樓及 3 樓	21/06/10-15/07/10 Mon-Fri: 9:00am-5:00pm	7 (F.5/F.7) OA: 2 TA: 5	Office Assistant (OA) - IT support, filing Teacher Assistant (TA) - Caring of 1½ to 6 yrs children, art work
G6	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 3 樓及 4 樓 (12/F from 2/2010)	28/06/10-07/08/10 Mon-Fri: 9:00am-5:00pm	2 (F.7)	Receptionist - Reception - Clerical Work - Program Assistant
H1	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. 31/05/10-09/07/10 (6 weeks) Mon-Fri: 9:00am-5:00pm	50 each phase (F.5/ F.7)	Volunteer - Clerical Work & Patient concern service *Students may be assigned to work at UCH & HHH alternative; *All students must attend the orientation day and infection control training
H2		Haven of Hope Hospital, 8 Haven of Hope Road, Tseung Kwan O, Kln. 九龍將軍澳靈實路 8 號	2. 19/07/10-27/08/10 (6 weeks) Mon-Fri: 9:00am-5:00pm		
I	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 (將派往不同的中心工作)	02/07/10-30/07/10 Mon-Fri: 9:00am-5:00pm	39 (F.5/F.7)	活動助理 - 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) - 協助安排/帶領活動
I1	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 02/07/10 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)	4	
I2	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	
I3	白普理廣田社區健康中心	藍田廣田邨廣田商場 203 號		2	
I4	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室		3	
I5	秀茂坪愛鄰網絡	秀茂坪邨秀茂坪商場 313 室		2	
I6	將軍澳愛鄰網絡	將軍澳/聯合醫院 F 座 4 樓		2	

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I7	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層	02/07/10-30/07/10 Mon-Fri:	2		
I8	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	9:00am-5:00pm	2		
I9	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓		2		
I10	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下		3		
I11	廣福愛鄰網絡	大埔廣福邨廣仁樓 19 號地下		2		
I12	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		
I13	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號		2		
I14	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		3		
I15	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		
I16	基督教聯合中醫服務暨香港中文大學中醫臨床教研中心	牛頭角定安街 60 號賽馬會診所 4 樓		2		
I17	基督教聯合那打素社康服務總部	九龍彌敦道 130 號聯合醫院吳詠棠大樓 4 樓		2		
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	24/06/10-23/07/10 Mon-Fri: 9:00am-5:00pm	2 Girls (F.5/F.7)		Clerk - 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	31/05/10-10/07/10 Mon-Fri: 9:00am-5:00pm	2 Boys & 2 Girls (F.7)		幼兒工作助理 - 協助老師帶領課室活動, 如故事, 手工, 學習; - 協助老師照顧幼兒日常生活, 如如廁, 用膳; - 簡單的環境佈置及文書工作; - 協助老師推行戶外學習活動
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	6Tin Ho Road, Tin Shui Wai, Yuen Long, N.T. 元朗天水圍天河路 6 號	07/06/10-16/07/10 Mon-Fri: 9:00am-5:00pm	2 (F.5/F.7)	Child Care Assistant / Clerical Assistant - Take care of children; - Computer typing, etc.	

* *Level preferred*

TOTAL : 223 Students POST : 10 Organizations