

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
A1	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	18/07/16-13/08/16 (F.6) 18/07/16-29/07/16 (F.5) <u>Mon-Sat:</u> 9:00am-5:00pm	1 (F.5/F.6)	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, incl. handling enquiries
A2	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	13/06/16-10/07/16 <u>Mon-Sun:</u> 9:00am-5:00pm	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, incl. handling enquiries
B	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	06/06/16-30/06/16 <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, e.g. teaching aids making - To assist in providing care services to children

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	16/05/16-10/06/16 (F.6) 25/07/16-05/08/16 (F.5) <u>Mon-Wed, Fri:</u> 9:00am-5:00pm <u>Thu:</u> 12:00pm-8:00pm	2 (F.5/F.6)	Volunteer ( <i>Good communication skills; able to work independently; able to maintain concentration when performing routine work, e.g. sorting, shelving of lib materials, jacketing of new or damaged lib materials; handiwork skills for jacketing, stamping &amp; sticking labels of lib materials, etc; simple knowledge on operation on computer is preferred</i> ) <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc</li> <li>- To assist in programme running / arranging different activities</li> <li>- To assist in daily operation of the organization, incl. handling enquiries</li> <li>- Performing routine work such as sorting, shelving library materials, jacketing materials, stamping and labeling.</li> </ul>
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	16/05/16-10/06/16 <u>Mon, Tue, Thu &amp; Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm <b>*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)</b>	2 Boys & 3 other Boys/Girls (F.6)	Library Assistant ( <i>Knowledge of Chinese Word processing &amp; Excel</i> ) <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc</li> <li>- To assist in daily operation of the organization</li> <li>- To input data onto database;</li> <li>- To assist in organizing and checking reference materials</li> <li>- To assist in shelving books &amp; documents</li> </ul>

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	23/05/16/-19/06/16 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); <b>*Need to perform duty on alternate Sat/Sun</b>	3 (F.6)	Volunteer <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc;</li> <li>- To assist in programme running / arranging different activities</li> <li>- To assist in daily operation of the organization / company;</li> <li>- To assist in data processing &amp; customer services, stocking taking of lib materials</li> </ul>
C04	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	20/06/16-17/07/16 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); <b>*Need to perform duty on alternate Sat/Sun</b>	3 (F.6)	Volunteer <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc;</li> <li>- To assist in programme running / arranging different activities</li> <li>- To assist in daily operation of the organization / company;</li> <li>- To assist in data processing &amp; customer services, stocking taking of lib materials</li> </ul>
C05	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	30/05/16-24/06/16 5-day work, 40 hrs per week (including lunch hour) <u>Mon-Tue, Thu-Sat</u> 10:00am-6:00pm <b>Wed, Sun &amp; PH off</b>	1 Girl (F.6)	Volunteer <ul style="list-style-type: none"> <li>- To assist in programme running / arranging different activities;</li> <li>- To assist in conducting survey;</li> <li>- To assist in preparing project guides &amp; booklists &amp; other duties assigned by supervisors</li> </ul>
C06	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	16/05/16-11/06/16 <u>Mon-Tue, Thu-Sat</u> : 10:00am.-6:00pm <b>Wed &amp; Sun off</b>	2 (F.6)	Student Helper ( <i>Knowledge of word processing &amp; Chinese input method; knowledge in MS Access database is preferable</i> ) <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc</li> <li>- To assist in programme running / arranging different activities;</li> <li>- To assist in daily operation of the organization including handling enquiries</li> </ul>

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C07	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	16/05/16-11/06/16 <u>Mon, Tue, Thu- Sat:</u> 10:00am.–6:00pm <b>excluding Wed</b>	6 (F.6)	Library Assistant (Familiar with Internet & database searching, computer knowledge of MS Word, Excel and Chinese input methods) - 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
C08	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	30/05/16-24/06/16 <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
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	01/06/16-28/06/16 <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

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	01/06/16-30/06/16 <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	13/06/16-08/07/16 <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	04/07/16-29/07/16 <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

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C13	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	01/08/16-12/08/16 <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
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	04/07/16-31/07/16 (F.6) 01/08/16-14/08/15 (F.5) <b>Shift duty</b>	6 Boys & 6 Girls (F.6) 8 (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
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	06/06/16-03/07/16 <u>Mon:</u> 12:00noon-8:00pm; <u>Tue-Fri:</u> 10:00am-6:00pm/ 11:00am-7:00pm/ 12:00noon-8:00pm <b>Shift duty required</b>	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

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	04/07/16-31/07/16 (F.6) 01/08/16-14/08/16 (F.5) <u>Mon, Tue, Wed &amp; Fri:</u> 10:00am-7:00pm <u>Sat &amp; Sun:</u> 10:00-5:00pm <b>(Thu off &amp; Shift duty required)</b>	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
C17	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	16/05/16-10/06/16 <u>Mon to Fri:</u> 9:00am-6:00pm (9 hours per day, lunch hour included) <b>Shift duty</b>	4 (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
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	18/07/16-29/07/16 (F.5) <u>Mon to Fri:</u> 9:00am-6:00pm (9 hours per day, lunch hour included) <b>Shift duty</b>	4 (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
C19	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 2 樓	27/06/16-22/07/16 <u>Mon:</u> 12:00pm-8:00pm <u>Tue - Fri:</u> 10:00am-6:00pm	1 Boy (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 - To assist in book sorting, shelving, shelf-reading and stock-taking

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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 2 樓	25/07/16-05/08/16 <u>Mon:</u> 12:00pm-8:00pm <u>Tue - Fri:</u> 10:00am-6:00pm	1 Boy (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 - To assist in book sorting, shelving, shelf-reading and stock-taking
C21	Sau Mau Ping Public Library 秀茂坪公共圖書館	104-109, G/F., Sau Ming House, Sau Mau Ping Estate, Kowloon 九龍秀茂坪邨秀明樓 104 - 109 號	15/06/16-13/07/16 (F.6) 01/08/16-15/08/16 (F.5) <u>Mon-Wed, Fri:</u> 9:30am-5:30pm (incl lunch hour) <b>Thu, Sat, Sun off</b>	1 (F.5/F.6)	Library Volunteer ( <i>Be hardworking, co-operative; best live in SMP or Kwun Tong district</i> ) - To assist in daily operation of the organization / company
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	23/05/16-17/06/16 <b>Shift duty</b>	1 (F.6)	Library Volunteer ( <i>Computer skills are preferable</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
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	23/05/16-17/06/16 <b>(May need to perform duty at a small library in Fanling South District)</b>	2 (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, incl. handling enquiries - To assist in preparation work of a new small library in North District



Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	30/05/16-26/06/16 <u>Mon:</u> 12:00pm-8:00pm <u>Tue-Fri:</u> 9:00am-5:00pm <u>Sat, Sun</u> (alternate week): 9:00am-5:00pm *Average 44 hrs/wk	2 Boys & 2 Girls (F.6)	Volunteer (Basic computer knowledge, e.g. Microsoft Word, Excel, Chinese input) - 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
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	23/05/16-17/06/16 (F.6) <b>8 hrs/day incl. lunch hour</b> <b>Shift duty</b>	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	04/07/16-31/07/16 <b>8 hrs/day, irregular hours</b>	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

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
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	01/08/16-14/08/16 <b>8 hrs/day, irregular hours</b>	2 Boys & 2 Girls (F.5)	Volunteer <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc;</li> <li>- To assist in arranging different activities;</li> <li>- To assist in daily operation of the organization / company including handling enquiries</li> </ul>
C28	Tsuen Wan Public Library 荃灣公共圖書館	38 Sai Lau Kok Road, Tsuen Wan 荃灣西樓角路 38 號	23/05/16-17/06/16 <b>Shift duty</b>	4 Girls (F.6)	Volunteer <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc;</li> <li>- To assist in programme running / arranging different activities;</li> <li>- To assist in daily operation of the organization / company including handling enquiries</li> </ul>
C29	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	04/07/16-31/07/16 *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.6)	Volunteer <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc;</li> <li>- To assist in daily operation of the organization / company including handling enquiries</li> <li>- To assist in providing counter services to the public</li> </ul>
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	01/08/15-14/08/15 *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.5)	Volunteer <ul style="list-style-type: none"> <li>- To provide clerical support, e.g. filing, telephone enquiry, etc;</li> <li>- To assist in daily operation of the organization / company including handling enquiries</li> <li>- To assist in providing counter services to the public</li> </ul>

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
D1	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	25/07/16-06/08/16 <u>Mon-Fri:</u> 8:30am-4:30pm <b>*Need to perform duty on Sat</b>	4 Girls (F.5)	Teacher Assistant ( <i>Benevolent, patient, active</i> ) - To provide clerical support, e.g. filing, telephone enquiry, etc - -To assist in programme running - 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
D2	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	16/05/16-10/06/16 <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
E1	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	23/05/16-30/06/16 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	30 (F.6)	Volunteer (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；必須完成 6 星期的服務時間) - To provide clerical support, e.g. filing, telephone enquiry, etc
E2	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	11/07/16-19/08/16 (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

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
	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) <i>將派往不同的中心工作</i>	13/06/16-08/07/16 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)	21 (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
F01	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	- To assist in daily operation of the organization / company incl. handling enquiries & conducting survey - To assist in providing care services to elderly
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	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室		2	
F04	愛鄰網絡(秀茂坪)	秀茂坪邨秀茂坪商場 313 室		2	
F05	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	
F06	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	
F07	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層		1	
F08	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓		1	
F09	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下		1	
F10	愛鄰網絡(廣福)	大埔廣福邨廣仁樓 19 號地下		2	
F11	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號		1	
F12	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	
F13	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	
F14	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	
F15	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	
F16	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	
F17	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	
F18	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	

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
G1	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	06/06/16-30/06/16 <u>Mon-Fri:</u> 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 provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing care services to children - To help teacher deal with classwork
G2	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	01/08/16-12/08/16 <u>Mon-Fri:</u> 9:00am-5:00pm (8 hrs/day, including lunch hour)	2 Girls (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
H1	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	04/07/16-29/07/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls & 1 Boy (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
H2	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	01/08/16-12/08/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls & 1 Boy (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

## Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

## Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
H3	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	16/05/16-10/06/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls (F.6)	文員助理 (不可染髮上班) (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
H4	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	30/05/16-24/06/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	4 (F.6)	教師助理 - 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 caring services to children - To assist in making teaching aids and toys
H5	YCH Nina Lam Kindergarten/ Child Care Centre 仁濟醫院林季婉冰幼稚園/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	16/05/16-10/06/16 <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
H6	YCH Nina Lam Kindergarten/ Child Care Centre 仁濟醫院林季婉冰幼稚園/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	01/08/16-12/08/16 <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
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	16/05/16-11/06/16 <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 * Each student is entitled to \$1000 transport allowance per working month.

TOTAL: 201 Students POST: 9 Organizations