

Participating Organizations of Summer Career-Related Experience Scheme 2020 (As of 21 January 2020)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
A01	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	18/05/20 - 12/6/20 (F.6); 20/7/20 - 31/07/20 (F.5) <u>Mon - Fri</u> 09:00 - 17:00	2 (F.5/F.6)	Volunteer Service Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running/ organizing activities and support volunteer service - To assist in daily operation of the organization / company, incl. handling enquiries and conducting survey - To assist in providing care services to children and elderly
B01	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	08/06/20 - 03/07/20 <u>Mon - Fri</u> 08:30 - 16:30	2 (F.6)	Teacher Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities - To assist in daily operation of the school - To assist in providing care services to children
C01	City Hall Public Library 大會堂公共圖書館	2-6/F & 8-11/F, City Hall Public Library, City Hall High Block, Edinburgh Place, Central 香港中環大會堂高座二至六樓及八至十一樓	01/06/20 - 28/06/20 <u>Mon-Wed, Fri</u> 09:00 - 17:00; <u>Thu</u> 12:00 - 20:00 *May need to perform duties at Shek Tong Tsui Public Library (石塘咀公共圖書館) and Smithfield Public Library (士美非路公共圖書館)	2 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities; - To assist in daily operation of the organization including handling enquiries, conducting survey and stock management
C02	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	18/05/20 - 12/06/20(F.6) <u>Mon-Wed, Fri</u> 09:00 - 17:00; <u>Thu</u> 12:00 - 20:00	2 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities; - To assist in daily operation of the organization including handling enquiries

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C03	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	20/07/20 - 14/08/20(F.6) 20/07/20 - 31/07/20(F.5) <u>Mon-Wed, Fri</u> 09:00 - 17:00; <u>Thu</u> 12:00 - 20:00	2 (F.5/F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities; - To assist in daily operation of the organization including handling enquiries
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	18/05/20 - 14/06/20 (8 hrs/ working day, incl. lunch hour, 40 hrs/week) *Need to perform duty on alternative Sat/Sun	1 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, data processing etc. - To assist in programme running / organizing activities - To assist in daily operation of the organization, incl. data processing, customer services, stock taking of library materials etc.
C05	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	22/06/20 - 19/07/20 (8 hrs/ working day, incl. lunch hour, 40 hrs/week) *Need to perform duty on alternative Sat/Sun	1 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, data processing etc. - To assist in programme running / organizing activities - To assist in daily operation of the organization, incl. data processing, customer services, stock taking of library materials etc.
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	18/05/20 - 12/06/20 <u>Mon, Tue, Thur, Fri</u> 09:30 - 17:30; <u>Wed</u> 12:30-20:30 *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 (<i>Knowledge of Chinese Word Processing and MS Excel</i>) - To provide clerical support, e.g. filing, telephone enquiry, data input etc. - To assist in daily operation of the organization, incl. organizing reference documents, shelving books and magazines etc.

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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	18/05/20 - 13/06/20 <u>Mon-Tue; Thu- Sat</u> 09:15 - 17:15 Wed & Sun OFF	1 (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 / organizing activities; - To assist in daily operation of the organization including handling enquiries
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	01/06/20 - 30/06/20 <u>Mon-Tue; Thu-Sat</u> 10:00 - 18:00 (incl lunch hour) Wed, Sun & Public Holiday OFF	1 Girl (F.6)	Volunteer - To assist in programme running / organizing activities; - To assist in conducting survey; - To assist in preparing project guides & booklists & other duties assigned by supervisors
C09	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	06/07/20 - 31/07/20 <u>Mon</u> 12:00 - 20:00; <u>Tue-Fri</u> 11:00 - 19:00	2 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and organizing activities; - To assist in daily operation of the organization / company - To assist in book sorting, shelving, shelf-reading and stock-taking
C10	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	03/08/20 - 14/08/20 <u>Mon</u> 12:00 - 20:00; <u>Tue-Fri</u> 11:00 - 19:00	2 (F.5/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

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C11	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	25/05/20 - 12/06/20 (3 weeks)	1 Boy (F.6)	Volunteer <ul style="list-style-type: none"> - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running/organizing activities; - To assist in daily operation of the organization / company, incl. handling enquiries
C12	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	18/05/20 - 12/06/20 8 hrs per day (including lunch hour)	2 (F.6)	Volunteer <ul style="list-style-type: none"> - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / organizing activities; - To assist in daily operation of the organization / company - To handle new books processing; replacement of CD cases; stamping of forms etc
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, H.K. 香港灣仔堅尼地道 100 號賽馬會社會服務大樓 3-6 樓	15/06/20 - 10/07/20 <u>Mon-Fri:</u> 08:30 - 16:30	2 Girls (F.6)	Teacher Assistant <ul style="list-style-type: none"> - 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	18/05/20 - 12/06/20 <u>Mon-Fri:</u> 09:00 - 17:00	2 (F.6)	Summer 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 incl. handling enquiries - To assist in conducting survey - To assist in providing care services to children

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
E01	HKSKH Wong Tai Sin District Elderly Community Centre 香港聖公會黃大仙長者綜合服務中心	Unit No. Pg, Podium Floor, Temple Mall South, 103 Ching Tak Street, Wong Tai Sin, Kowloon. 九龍黃大仙下邨（二區）黃大仙中心平台福利中心地下	18/05/20 - 12/06/20 <u>Mon-Fri:</u> 09:00 - 17:00	1 Boy 1 Girl (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities - To assist in daily operation of the organization / company incl. handling enquiries - To assist in providing care services to elderly
E02	HKSKH Wong Tai Sin District Elderly Community Centre 香港聖公會黃大仙長者綜合服務中心	Unit No. Pg, Podium Floor, Temple Mall South, 103 Ching Tak Street, Wong Tai Sin, Kowloon. 九龍黃大仙下邨（二區）黃大仙中心平台福利中心地下	20/07/20 - 31/07/20 <u>Mon-Fri:</u> 09:00 - 17:00	1 Boy 1 Girl (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities - To assist in daily operation of the organization / company incl. handling enquiries - To assist in providing care services to elderly
E03	Hong Kong Sheng Kung Hui Welfare Council Lead Training Centre 香港聖公會福利協會道程專業培訓中心	Unit B-C, 3/F, St Andrew's Church Christian Centre, 138 Nathan Road, Tsim Sha Tsui, Kowloon. 九龍尖沙咀彌敦道 138 號聖安德烈堂基督中心 3 樓 B-C 室	25/05/20 - 19/06/20 <u>Mon-Fri:</u> 09:00 - 17:00	1 Boy (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities - To assist in daily operation of the organization / company - To assist handling enquiries - To assist in conducting survey
F01	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. 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	01/06/20 - 26/6/2020 <u>Mon-Fri:</u> 09:00 - 17:00	40 (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 incl. handling enquiries & conducting survey - To assist in providing care services to patients, elderly & children

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
G01-G08	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, Kln. 將軍澳坑口寶寧里二號九龍東聯網行政樓一樓 (總部) <i>(Students will be arranged to work at different centres)</i>	01/06/20 - 30/06/20 <u>Mon-Fri:</u> 09:00 - 17:00 *Exact working hours may differ to the opening hours of different centers. 8/hrs day, incl. lunch hour	11 (F.6)	Volunteer <i>(Students should be fluent in Cantonese, able to handle Chinese input method, MS Word and Excel)</i>
G01	United Christian Nethersole Community Health Service (CCPR) 企業傳訊部	L1, KEC Administrative Building, No. 2 Po Ning Lane, Hang Hau, Tseung Kwan O (Headquarters) 將軍澳坑口寶寧里二號九龍東聯網行政樓一樓 (總部)	Note: Orientation on 1/6/2020 (Mon) 10:00 am Venue: 5/F, Block J, United Christian Hospital, 130 Hip Wo Street, Kwun Tong, Kowloon	1	<ul style="list-style-type: none"> - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running and organizing activities - To assist in daily operation of the organization / company, incl. handling enquiries and conducting survey - To assist in providing care service to elderly
G02	United Christian Nethersole Community Health Service (TPCM) 那打素中醫服務暨香港中文大學中醫臨床教研中心	G/F, Block J, Staff Centre, Alice Ho Miu Ling Nethersole Hospital, 11 Chuen On Road, Tai Po, N.T. 大埔全安路 11 號那打素醫院 J 座地下	聯合情緒健康教育中心, 九龍觀塘協和街 130 號基督教聯合醫院 J 座 5 樓 (活動室)	1	
G03	United Christian Nethersole (Chinese Medicine Specialty Centre) 基督教聯合那打素中醫專科中心	3/F, Block J, 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 J 座 3 樓		1	
G04	United Christian Nethersole Community Health Service (DE) 鯉魚門長者日間護理中心	M/F, Lei Yue Mun Municipal Services Building, 6 Lei Yue Mun Path, Yau Tong, Kowloon 九龍油塘鯉魚門徑 6 號鯉魚門市政大廈閣樓		2	
G05	United Christian Nethersole Community Health Service (IHCST) 綜合家居照顧服務隊	B103-B104, G/F., Kwong Shung House, Kwong Fuk Estate, Tai Po, New Territories 新界大埔廣福邨廣崇樓地下 B103-104 號		2 Girls	
G06	United Christian Nethersole Community Health Service (TSWGNN) 愛鄰網絡(天水圍)	Unit 103, 1/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, New Territories 天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1	
G07	United Christian Nethersole Community Health Service (KFGNN) 愛鄰網絡(廣福)	19, G/F, Kwong Yan House, Kwong Fuk Estate, Tai Po, New Territories 大埔廣福邨廣仁樓 19 號地下		2	
G08	United Christian Nethersole Community Health Service (WLCHC) 賽馬會和樂社區健康中心	Unit 26-33, G/F, Kui On House, Wo Lok Estate, Kwun Tong, Kowloon 觀塘協和街和樂邨居安樓 26-33 號地下		1	

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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	18/05/20 - 12/06/20 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.6)	Teacher Assistant (<i>Students are expected to have appropriate dress code at work</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	15/06/20 - 10/07/20 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.6)	Teacher Assistant (<i>Students are expected to have appropriate dress code at work</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	13/07/20 - 24/07/20 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.5)	Teacher Assistant (<i>Students are expected to have appropriate dress code at work</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
H04	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	27/07/20 - 07/08/20 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.5)	Teacher Assistant (<i>Students are expected to have appropriate dress code at work</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

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H05	YCH 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	20/07/20 - 31/07/20 <u>Mon-Fri:</u> 09:00 - 17:00	2 (F.5)	文員助理 (請同學於擔任義工一星期前致電園方作初步溝通，如上班時間及衣著等。) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in producing teaching materials
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	18/05/20 - 12/06/20 <u>Mon-Fri:</u> 09:00 - 17:00	4 Girls (F.6)	Teacher Assistant - To assist in programme running, art work & classroom duties - To assist in providing care services 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	13/07/20 - 24/07/20 <u>Mon-Fri:</u> 09:00 - 17:00	4 Girls (F.5)	Teacher Assistant - To assist in programme running, art work & classroom duties - To assist in providing care services to children
H08	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. 新界上水彩園邨彩玉樓地下	25/05/2020 - 19/06/20 <u>Mon-Fri:</u> 09:00 - 17:00	4 (F.6)	Teacher Assistant - 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
I01	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	18/05/20 - 12/06/20 <u>Mon-Fri:</u> 9:00 - 18:00	2 Girls (F.6)	Marketing Clerk - To provide clerical support, e.g. filing, telephone enquiry, conducting survey, etc - To assist in programme running/ organizing activities - To assist in daily operation of the organization / company incl. handling enquiries
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	20/07/20 - 01/08/20 <u>Mon, Wed & Sat</u> 10:00 - 18:00 <u>Tue & Fri</u> 9:00 - 17:00	2 Boys (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running/ organizing (<i>outdoor</i>) activities - To assist in daily operation of the organization / company

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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	03/08/20 - 15/08/20 <u>Mon, Wed & Sat</u> 10:00 - 18:00 <u>Tue & Fri</u> 9:00 - 17:00	2 Boys (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running/organizing (<i>outdoor</i>) activities - To assist in daily operation of the organization / company

TOTAL: 112 Students POST: 10 Organizations