

## Participating Organizations of Summer Career-Related Experience Scheme 2019 (Tentative)

## 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	14/5/19 - 10/6/19 (F.6); 22/7/19 - 2/8/19 (F.5) <u>Mon - Fri</u> 09:00 - 17:00 <b>*May need to perform shift duty for programs on Sat</b>	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 - To assist in providing care service to elderly
B01	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	10/6/19 - 5/7/19 <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, Edinburge Place, Central 香港中環大會堂高座二至六樓及八至十一樓	2/7/19 - 29/7/19 <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
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	14/5/19 - 10/6/19 <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
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	15/7/19 - 9/8/19 (F.6); 22/7/19 - 2/8/19 (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

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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	14/5/19 - 10/6/19 (8 hrs/ working day, incl. lunch hour, 40 hrs/week) <b>*Need to perform duty on alternative Sat/Sun</b>	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	17/6/19 - 14/7/19 (8 hrs/ working day, incl. lunch hour, 40 hrs/week) <b>*Need to perform duty on alternative Sat/Sun</b>	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	14/5/19 - 10/6/19 <u>Mon, Tue, Thur, Fri</u> 09:30 - 17:30; <u>Wed</u> 12:30-20:30 <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 + 1 other Boy/Girl (F.6)	Library Assistant ( <i>Knowledge of Chinese Word Processig 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.
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	14/5/19 - 10/6/19 <u>Mon-Tue; Thu- Sat</u> 09:15 - 17:15 Wed & Sun OFF	2 (F.6)	Volunteer ( <i>Knowledge of word processing &amp; 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

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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	14/5/19 - 10/6/19 <u>Mon-Tue; Thu-Sat</u> 10:00 - 18:00 (incl 1 hour meal break) Wed & Sun OFF	2 (F.6)	Library Assistant (Students should be able to handle Chinese & English input, MS Word and Excel) - To assist in programme running/organizing activities; - To assist in daily operation of the organization / company including handling enquiries; - 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	3/6/19 - 28/6/19 <u>Mon-Tue; Thu-Sat</u> 10:00 - 18:00 <b>Wed, Sun &amp; PH OFF</b>	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
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	3/6/19 - 28/6/19 <u>Mon - Fri</u> 09:15 - 17:15	1 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization including handling enquiries
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	4/7/19 - 31/7/19 <u>Mon - Fri</u> 09:15 - 17:15	1 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization including handling enquiries
C12	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	15/7/19 - 9/8/19 (F.6); 22/7/19 - 2/8/19 (F.5) <u>Mon - Wed, Fri</u> 10:00 - 18:00; <u>Sat &amp; Sun</u> 10:00 - 17:00 <b>Thu OFF</b>	2 (F.5/F.6)	Volunteer - To assist in daily operation of the organization including handling enquiries - To assist in providing care services to the elderly and children

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C13	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	2/7/19 - 29/7/19 <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
C14	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	5/8/19 - 16/8/19 <u>Mon</u> 12:00 - 20:00; <u>Tue-Fri</u> 11:00 - 19:00	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
C15	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	14/5/19 - 10/6/19	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 / company, incl. handling enquiries
C16	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	14/5/19 - 10/6/19 <i>8 hrs per day (including lunch hour)</i>	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 / company - To handle new books processing; replacement of CD cases; stamping of forms etc

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C17	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	14/5/19 - 10/6/19 <u>Mon-Wed, Fri</u> 10:00 - 18:00 <b>PH OFF</b>	2 (F.6)	Volunteer - To assist in daily operation of the organization / company, e.g. book sorting, shelving, shelf-reading and stock-taking
C18	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	15/7/19 - 26/7/19 <u>Mon-Wed, Fri</u> 10:00 - 18:00 <b>PH OFF</b>	2 (F.5)	Volunteer - To assist in daily operation of the organization / company, e.g. book sorting, shelving, shelf-reading and stock-taking
C19	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	2/7/19 - 29/7/19 8 hours per day (including lunch hour)	1 Boy (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
C20	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	5/8/19 - 16/8/19 8 hours per day (including lunch hour)	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 香港灣仔堅尼地道 100 號賽馬會社會服務大樓 3-6 樓	17/6/19 - 12/7/19 <u>Mon-Fri</u> : 08:30 - 16:30	2 Girls (F.6)	Teacher Assistant - 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	14/5/19 - 10/6/19 <u>Mon-Fri</u> : 09:00 - 17:00	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

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E01	Hong Kong Sheng Kung Hui Welfare Council Training Institute 香港聖公會福利協會培訓學院	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	20/5/19 - 14/6/19 <u>Mon-Fri:</u> 09:00 - 17:00	2 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / organizing activities - To assist in 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.	3/6/19 - 28/6/19 <u>Mon-Fri:</u> 09:00 - 17:00	40 (F.6)	Volunteer <b>(學生將有機會被安排到兩院服務，入選參加者必須達 8 成出席率)</b> - To provide clerical support, e.g. filing, telephone enquiry, etc
F02	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	22/7/19 - 16/8/19 <u>Mon-Fri:</u> 09:00 - 17:00	20 (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
G	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) <b><i>Students will be arranged to work at different centers)</i></b>	27/5/19 - 21/6/19 <u>Mon-Fri:</u> 09:00 - 17:00 <b>*Exact working hours may differ to the opening hours of different centers. 8/hrs day, incl. lunch hour</b>	24 (F.6)	Volunteer <i>(Students should be fluent in Cantonese, able to handle Chinese input method, MS Word and Excel)</i> - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running and organizing activities
G01	Bradbury Kwong Tin Community Health Centre 白普理廣田社區健康中心	Unit 203, Kwong Tin Shopping Centre, Kwong Tin Estate, Lam Tin, KLN 藍田廣田邨廣田商場 203 號		1	- To assist in daily operation of the organization / company, incl. handling enquiries and conducting survey
G02	UCN Jordan Health Centre 佐敦社區健康中心	13/F, Sino Cheer Plaza, No. 23 Jordan Road, Kowloon 九龍佐敦道 23 號新寶廣場 13 樓全層		2	- To assist in providing care service to elderly
G03	Kwong Fuk Community Health Centre 廣福社區健康中心	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		1	
G04	Sau Mau Ping Community Health Centre 秀茂坪社區健康中心	Unit 313, Sau Mau Ping Shopping Centre, Sau Mau Ping Estate, Kwun Tong, Kowloon 秀茂坪邨秀茂坪商場 3 樓 313 室		2	

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G05	Jockey Club Tin Shui Wai Community Health Centre 天水圍社區健康中心	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	27/5/19 - 21/6/19 <u>Mon-Fri:</u> 09:00 - 17:00 <b>*Exact working hours may differ to the opening hours of different centers. 8/hrs day, incl. lunch hour</b>	1	Volunteer <i>(Students should be fluent in Cantonese, able to handle Chinese input method, MS Word and Excel)</i>
G06	Jockey Club Wo Lok Community Health Centre 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	- To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running and organizing activities
G07	UCN Cheerful Health Centre (Chinese Medicine) 聯合那打素彩頤健康中心(中醫部)	1/F, Cheerful Court, 55 Choi Ha Road, Ngau Tau Kok, Kowloon 九龍牛頭角彩霞道 55 號彩頤居一樓		1	- To assist in daily operation of the organization / company, incl. handling enquiries and conducting survey
G08	Nethersole Chinese Medicine Service cum The Chinese University of Hong Kong Chinese Medicine Clinical Training and Research Centre 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		2	- To assist in providing care service to elderly
G09	Jockey Club Tin Shui Wai Community Health Centre (Chinese Medicine) 天水圍社區健康中心(中醫部)	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	
G10	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	
G11	Good Neighbour Network (Kwong Fuk) 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		1	
G12	Good Neighbour Network (Tin Shui Wai) 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	
G13	Day Care Centre for the Elderly 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	

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G14	Integrated Home Care Service Team 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	
G15	South Asian Health Support Program 南亞裔健康支援計劃	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		2	*(Students should be fluent in English)
G16	Smoking Cessation Project for Ethnic Minorities and New Immigrants 少數族裔及新移民戒煙計劃	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		2	*(Students should be fluent in English)
G17	United Centre of Emotional Health and Positive Living 聯合情緒健康教育中心	5/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 5 樓		1	
H01	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	3/6/19 - 28/6/19 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.6)	Teacher Assistant (mature and responsible; basic computer knowledge, e.g. Word, Excel, Chinese input; Interested in <b>child care service</b> ; willing to work hard and learn, no dyed hair) - To assist in daily operation of the organization/ company - To assist in providing care services to children
H02	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	5/8/19 - 16/8/19 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.5)	Teacher Assistant (mature and responsible; basic computer knowledge, e.g. Word, Excel, Chinese input; Interested in <b>child care service</b> ; willing to work hard and learn, no dyed hair) - To assist in daily operation of the organization/ company - To assist in providing care services to children
I01	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	14/5/19 - 10/6/19 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.6)	Teacher Assistant (Students are expected to have appropriate dress code at work) - 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 2019 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
I02	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	11/6/19 - 8/7/19 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.6)	Teacher Assistant (Students are expected to have appropriate dress code at work) - 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
I03	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	22/7/19 - 2/8/19 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.5)	Teacher Assistant (Students are expected to have appropriate dress code at work) - 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
I04	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	5/8/19 - 16/8/19 <u>Mon-Fri:</u> 09:00 - 17:00	2 Girls (F.5)	Teacher Assistant (Students are expected to have appropriate dress code at work) - 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
I05	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	22/7/19 - 2/8/19 <u>Mon-Fri:</u> 9:00am-5:00pm	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

## Participating Organizations of Summer Career-Related Experience Scheme 2019 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
I06	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	20/5/19 - 14/6/19 <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 to children
I07	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	5/8/19 - 16/8/19 <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 to children
I08	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	20/5/19 - 13/6/19 <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
J01	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	20/5/19 - 14/6/19 <u>Mon-Fri:</u> 9:00 - 18:00	2 Girls (F.6)	Marketing Clerk (Students familiar with social media, e.g. Facebook, WeChat, Instagram etc. are preferred) - 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 including conducting survey
K01	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	22/7/19 - 2/8/19 <u>Mon, Thu &amp; Sat</u> 10:00 - 18:00 <u>Tue &amp; 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 ( <b>outdoor</b> ) activities - To assist in daily operation of the organization / company
K02	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	5/8/19 - 16/8/19 <u>Mon, Thu &amp; Sat</u> 10:00 - 18:00 <u>Tue &amp; 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 ( <b>outdoor</b> ) activities - To assist in daily operation of the organization / company

TOTAL: 160 Students POST: 11 Organizations