

個人義工服務範疇

Volunteer Work Type (Individual Volunteer)



家舍接待 Receptionist

📍 觀塘家舍 Kwun Tong House / 沙田家舍 Shatin House

📅 星期一至五 Monday to Friday

🕒 10:00 – 13:00 / 13:00 – 17:00

- 📋 ▪ 接聽電話
Answering, screening and forwarding incoming phone calls
- 處理訪客登記
Handling visitor registration
- ✓ ▪ 操流利廣東話
Speak fluent Cantonese
- 略懂英語及普通話(簡單對答)
Fair in English and Mandarin (simple conversation)



家舍清潔 Housekeeping

📍 觀塘家舍 Kwun Tong House / 沙田家舍 Shatin House

📅 星期一至五 Monday to Friday

🕒 10:00 – 13:00 / 13:00 – 17:00

- 📋 ▪ 清潔家舍，包括客廳、飯廳、遊戲室、廚房、戶外花園等
Clean the House including living room, dining room, play area, kitchen, outdoor garden, etc.
- ✓ ▪ 有清潔經驗
Experienced in performing cleaning tasks

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園藝 Gardening

📍 沙田家舍 Shatin House

📅 星期一、五 Monday & Friday

🕒 10:00 – 13:00 / 14:00 – 17:00

- 📋 ▪ 園藝栽種及保養工作，如淋水、種植、修剪等
Planting and gardening work including watering, pruning, etc.
- 定期監察植物生長情況
Monitor plant growth on a regular basis

- ✓ ▪ 有園藝經驗
Knowledge / experience in gardening
- 喜歡戶外工作
Willing to work outdoor



家有「營廚」 Cooking

📍 觀塘家舍 Kwun Tong House

📅 星期一至五 Monday to Friday

🕒 待定 To be Confirmed

- 📋 ▪ 煲湯 Soup making
- 烹調小食 Snacks making

- ✓ ▪ 有煲湯及入廚經驗
Experience in soup making and cooking
- 由於病童不能進食某些食物，義工須事先與香港麥當勞叔叔之家職員商討食材及食譜
Sick children have dietary restrictions. Volunteers must consult RMHC Hong Kong on the use of ingredients and recipes. Ingredients and recipes must be mutually agreed by volunteers and RMHC Hong Kong

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文書 Office Work

📍 觀塘家舍 Kwun Tong House

📅 星期一至五 Monday to Friday

🕒 待定 To be Confirmed

- 📋 ▪ 資料輸入 Data entry
- 網上資料搜尋 Online information searching
- 文件存檔 Filing

- ✓ ▪ 擅長中英文打字
Good typing skills (both Chinese and English)
- 熟悉使用 MS Word 及 Excel 等軟件
Knowledge in Microsoft Word and Excel
- 具有一般於互聯網上搜尋資料的知識
Know how to search the Internet for information



活動助理 Program Assistant

📍 觀塘家舍 Kwun Tong House / 沙田家舍 Shatin House

📅 平日 / 假日 Weekdays / Weekends

🕒 待定 To be Confirmed

- 📋 ▪ 場地佈置及活動後清理場地
Decorate the venue and perform cleaning duties after event.
- 接待參加者及協助點名
Welcome the participants and take attendance
- 預備及派發活動物資予參加者
Prepare and distribute materials to participants
- 協助活動進行，有需要時向導師及參加者提供支援

- ✓ ▪ 具良好組織及溝通能力
Strong organizational and communication skills
- 能同時處理多項工作
Ability to multitask
- 注重細節
Ability to pay attention to detail

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Event Coordinator 活動統籌

📍 觀塘家舍 Kwun Tong House

📅 平日 / 假日 Weekdays / Weekends

🕒 待定 To be Confirmed



- 負責活動前期預備工作、到現場打點及活動結束後的跟進工作

Assist in pre-event, onsite and post-event management

- 處理文書工作 Clerical duties

- 準備活動物資 Prepare materials for the activity

- 場地佈置及活動後清理場地

Decorate the venue and perform cleaning duties after the event

- 協助活動當日的現場安排

Provide logistic support to ensure running of events

- 活動後的跟進如資料輸入，對問卷進行統計等

Organizing post-event administration (including data entry, evaluation analysis)



- 具良好組織及溝通能力

Strong organizational and communication skills

- 能同時處理多項工作

Ability to multitask

- 注重細節

Ability to pay attention to detail



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興趣班導師 Interest Class Instructor

📍 觀塘家舍 Kwun Tong House / 沙田家舍 Shatin House

📅 星期一至五 Monday to Friday

🕒 10:30 - 17:00 (視乎義工可服務時段) (Timeslots offered by volunteers)

- 📋
 - 與香港麥當勞叔叔之家職員商討病童/康復病童家庭的需要，以制定合適的課程
Communicate with RMHC Hong Kong about the needs of sick/recovered children and youth, their parents or carers and their siblings.
 - 製作教案及教學物資
Prepare teaching plans and teaching materials
 - 帶領課堂活動
Plan and lead activities during lessons
 - 管理課堂秩序
Maintain and manage class discipline
 - 定期與香港麥當勞叔叔之家職員評估活動成效
Conduct regular evaluation with RMHC Hong Kong
- ✓
 - 具小組教學經驗，能獨立帶領課堂及管理課堂秩序
Experience in teaching group classes is required. Able to maintain and manage classroom discipline
 - 具良好溝通能力及引導技巧
Good communication skill and facilitation skills

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功課輔導 Tutoring

📍 觀塘家舍 Kwun Tong House

📅 星期一至五/ 假日 Weekdays / Weekends

🕒 10:30 - 17:00 (視乎義工可服務時段) (Timeslots offered by volunteers)

- 📋 ▪ 教導及核對學生功課
Provide homework guidance
- 協助學生溫習默書、測驗及考試
Help children with revision for dictations, tests and examination exam

- ✓ ▪ 具大學學歷及熱愛教學工作
University degree holder, Interested in teaching
- 具有補習或教學經驗
Experience in tutoring or teaching students is preferred



勞動 Labour Work

📍 觀塘家舍 Kwun Tong House / 沙田家舍 Shatin House

📅 平日 / 假日 Weekdays / Weekends

🕒 待定 To be Confirmed

- 📋 ▪ 搬運貨物 (如有需要)
Labour work is required occasionally
- 點算及整理物資
Performs physical count of inventory

- ✓ ▪ 願意從事戶外工作
Willing to work outdoor occasionally
- 願意遵從貨物搬運安全守則
Willing to follow safety instructions for manual handling



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Relief Volunteer 假日當值

📍 觀塘家舍 Kwun Tong House / 沙田家舍 Shatin House

📅 假日 / 公眾假期 Weekends / Public Holiday

🕒 10:00 – 13:00 / 13:00 – 17:00



- 如發生緊急事故如停水或停電，須立即通知家舍職員及保安

Immediate report to House Team staff and security when an emergency happens e.g. water cut, power cut, etc

- 陪伴病童玩遊戲或閱讀圖書等

Play and read books with sick children



- 具獨立處事能力

Able to work Independently and handle things on their own

- 具酒店管理經驗更佳

Hotel management experience is a plus

- 香港麥當勞叔叔之家慈善基金會提供相關訓練

Training will be provided by RMHC Hong Kong

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攝影師 Photographer / 攝像師 Videographer

📍 觀塘家舍 Kwun Tong House / 沙田家舍 Shatin House / 家舍以外的場地 (Other Venues)

📅 平日 / 假日 Weekdays / Weekends

🕒 待定 To be confirmed

- 📋
 - 室內及戶外活動拍攝，如晚宴、生日會、開放日、外遊活動等
Indoor & outdoor activities photo or video shooting, e.g. gala dinner, birthday party, open day, outings, etc.
 - 人物及物品特寫
Portraits (People & Products)
 - 編輯相片及影片
Edit photos and videos
- ✓
 - 有相關的拍攝經驗
Experience with related types of photography/videography
 - 需自備所有拍攝器材，如三腳架、燈光設備、反光板等
Bring your own camera and other equipment e.g. tripod, lighting, camera reflector, etc.
 - 遵守香港麥當勞叔叔之家慈善基金拍攝守則及簽署保密協議
Follow the guidelines on photo or video shooting and sign Confidential agreement provided by RMHC Hong Kong
 - 需提供以往照片或影片作品作參考
Need to provide work portfolio/work samples



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*有興趣成為義工的人士需自行向醫院或醫務所查詢疫苗注射或抗體測試事宜，以及自費進行有關注射或測試

*Individuals who are interested are required to complete the vaccinations and tests at their own expense, and could please enquire with the hospitals or clinics for the relevant information

醫院探訪 Hospital Visit

📍 香港兒童醫院 Hong Kong Children's Hospital

📅 星期四 Thursday ⌚ 14:30 – 16:30

📍 威爾斯親王醫院 Prince of Wales Hospital

📅 星期五 Friday ⌚ 10:30 – 12:30

📍 將軍澳醫院 Tseung Kwan O Hospital

📅 星期二 Tuesday ⌚ 15:00 – 17:00



- 使用由香港麥當勞叔叔之家慈善基金提供的物資，如：故事書、親子教學工具、遊戲冊、棋子、手工藝材料和玩具，與小朋友進行活動

Conduct activities with kids with materials provided. RMHC Hong Kong e.g. storybooks, parent-child education materials, activity booklets, board games, handicraft materials, toys, etc.



- 曾感染水痘。任何未患過水痘的人士，必須提供水痘疫苗注射紀錄或對水痘抗體呈陽性反應化驗證明

Have a history of chickenpox disease. People who have never had chickenpox must provide documentation of receiving 2 doses of chickenpox vaccines or medical record/laboratory evidence of immunity to chickenpox

- 必須提供麻疹及德國麻疹疫苗注射紀錄或對麻疹及德國麻疹抗體呈陽性反應化驗證明 (1966 年或之前出生的人士有自然免疫力，不需進行麻疹及德國麻疹疫苗注射或抗體測試)

Must provide documentation of receiving 2 doses of measles & rubella vaccines or medical record/laboratory evidence of immunity to measles & rubella (People who was born before 1967 are not required to receive measles & rubella vaccines or conduct laboratory tests for measles & rubella)

- 完成 由香港兒童醫院、威爾斯親王醫院、將軍澳醫院提供義工核心及防感染培訓的課程，香港麥當勞叔叔之家會為合資格的義工報名

After completing the Core and Infection Control/ Prevention Training provided by Hong Kong Children's Hospital, Prince of Wales Hospital and Tseung Kwan O Hospital. RMHC Hong Kong staff will help qualified volunteers to register for the training



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平面設計 Graphic Design



在家中或任何地點 At Home / Any Location



待定 To be Confirmed



待定 To be Confirmed



- 設計印刷品(印刷或電子版本)及禮品，如年刊、小冊子、海報、通訊、背景板、禮物袋等

Design materials (printed or digital version) and souvenirs, e.g. annual report, brochures, poster, newsletters, backdrop, gift bags, etc.



- 有相關的設計經驗

Experienced in design

- 遵從香港麥當勞叔叔之家慈善基金的設計守則及簽署保密協議

Follow RMHC Hong Kong's branding guidelines closely and sign Confidential agreement provided by RMHC Hong Kong

- 需提供可修改的原始檔 (AI / PS 檔)

Share editable source files of artwork (In AI or PS format)

- 需提供以往設計作品作參考

Need to provide work portfolio/work samples



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文宣組 Editorial Group

📍 在家中或任何地點 At Home / Any Location

📅 待定 To be Confirmed

🕒 待定 To be Confirmed

翻譯 Translator

- 📄 ▪ 翻譯 (中譯英及/或英譯中)
Translate documents form Chinese to English and/or English to Chinese

內容寫作員 Content Writer

- 📄 ▪ 撰寫文章或內容(中文/英文/雙語)，如受訪者的故事
Develop Chinese/English/bilingual content e.g. write stories based on interviews

編輯 Editor

- 📄 ▪ 校對及編輯文章或內容
Prooreading and editing works

- ✓ ▪ 具良好英文及/或中文翻譯/書寫能力
Strong English and/or Chinese translation/writing skills
- 簽署香港麥當勞叔叔之家慈善基金的保密協議
Need to sign Confidential Agreement provided by RMHC Hong Kong



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慈善獎券義賣 Charity Raffle Sale

📍 香港麥當勞餐廳 McDonald's restaurant

📅 每年 7 和 8 月 (星期五、六及日)

July & August of every year (Fridays, Saturdays and Sundays)

🕒 時間待定 Time To be Confirmed

- 📋 ▪ 在指定的香港麥當勞餐廳義賣慈善獎券
Sell raffle tickets at designated McDonald's Hong Kong restaurants
- ✓ ▪ 待人有禮及善於溝通
Polite and good at communication
- 操流利廣東話，懂簡單普通話及英語更佳
Fluent in Cantonese. Ability to communicate in Mandarin and English is a plus