

### VOLUNTEER PROFILE

Thank you for offering your time to the Japanese Canadian Cultural Centre. This volunteer profile will help us to match your skills and interests to an appropriate task at the JCCC. *All information is strictly confidential and no area must be completed*, however, the more information you can provide for us, the easier it will be to fulfill your needs as a volunteer.

<b>Name</b>		<b>Applied Date</b> (M/D/Y):        /        /	
<b>Address</b>		<b>Apt #</b>	
<b>City</b>	<b>Post Code</b>	<b>High School Student:</b>	Yes / No
<b>Home Phone</b>		<b>Work/ Cell Phone</b>	
<b>Email</b>		Best time to reach you:	From                      To

How did you find out about the JCCC volunteer opportunities?  
 JCCC website    JCCC newsletter    Other(s): \_\_\_\_\_

### YOUR SKILLS

Languages:    English                      Japanese                      Other(s)

Specific Area(s) of Experience:

Computer Skills :  
 Please specify program(s)

### YOUR INTEREST

What kind of tasks would you like to perform? Please choose as many as you can.

Office Assistance: Filing, Photocopying, Faxing, Working on data base	Reception Assistance: Answering phone, Writing receipts, Welcoming visitors and give information
Gift Shop Assistance	Maintenance: Set-up for classes and events
Heritage related programs and events (Nostalgia Night, Nikkei Kids Day, etc)	Special events/Annual events preparation, clean up, food preparation, etc

Other Task(s):  
 Please specify

### YOUR TIME

Please tell us how long you are able to help us (months or years)

Please indicate your available day(s) and hours below.

Occasional Help (Event help only)

Regular basis

MON	TUE	WED	THU	FRI	SAT	SUN
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### OFFICE USE ONLY