

華埠基金
VANCOUVER
CHINATOWN
FOUNDATION



VOLUNTEER GUIDE

Updated: April 2021

WELCOME TO THE VANCOUVER CHINATOWN FOUNDATION

Thank you for your interest in volunteering with the Vancouver Chinatown Foundation. We'd like to share a little more about our organization with you to make sure you get the most out of your volunteer experience.

BACKGROUND

Chinatown is a unique and irreplaceable piece of Vancouver's living heritage built by generations of immigrants striving for a better life. This is the epicentre of Chinese-Canadian culture and history, and a unique piece of Vancouver's story.

Chinatown is a community in transition. People are moving away, heritage businesses are closing, and the neighbourhood faces challenges amplified by COVID-19 and increased anti-Asian sentiment. We are at an inflection point and something has to be done now, or we are at risk of losing another piece of our city's cultural heritage.

The Vancouver Chinatown Foundation was created to revitalize this community. We have a vision of a prosperous, vibrant, and inclusive Chinatown, where people come to live, work, and play. The Chinatown of the future is a celebration of the richness that migrants bring to communities, and of the unique surroundings, experiences, and energy that is generated when different cultures meet.

The Foundation is a registered charity, and we are building a sustainable model of philanthropy by investing in projects that benefit those most in need. Our projects include the Chinatown Storytelling Centre, the May Wah Hotel, Chinatown Vintage, Hope House, and the Economic Recovery Program—projects that we hope will act as a catalyst and inspiration for future ventures.

A complex problem requires a comprehensive and holistic solution. Our strategy crosses three connected pillars: physical revitalization, commercial revitalization, and cultural revitalization. It is only by addressing all of these challenges head-on that we will return Chinatown to a sustainable and healthy community.

The Foundation cannot do it alone. It is only through the efforts of a highly-involved community of dedicated supporters that we can effect positive change. We build bridges, connect and empower public, private, and commercial stakeholders to plot the path towards a prosperous and resilient Chinatown.

OUR MISSION

The Vancouver Chinatown Foundation was founded in 2011 to honour a culture and community established in Vancouver over 100 years ago. Our mission is to build a more resilient community and promote the wellbeing of those in need, while preserving Chinatown's irreplaceable cultural heritage. We mobilize resources and bring together bright minds with on-the-ground insights to help solve some of society's biggest challenges. To that end, we invest in projects that focus on lasting positive change such as affordable housing, and cultural and economic revitalization.

OUR PROJECTS

58 WEST HASTINGS STREET

The [58 West Hastings](#) project is an innovative social housing project in the Downtown Eastside that will provide 230 new homes alongside a 50,000 square foot integrated health centre serving the entire community.

The 10-storey building is a unique project that brings together all levels of government in partnership with a charitable foundation to create a new standard of community-oriented social housing in Vancouver. With funding from BC Housing and Canada Mortgage and Housing Corporation, and proceeds of a \$30-million fundraising campaign by the Vancouver Chinatown Foundation, this innovative health and housing project is projected to cost \$115 million and is slated to begin construction in early 2021.



THE MAY WAH HOTEL

The Vancouver Chinatown Foundation purchased the [May Wah Hotel](#) based on the vision to provide affordable housing in Chinatown and to preserve the neighbourhood's cultural heritage. The Foundation manages the operations of the May Wah SRO and is making upgrades to ensure the longevity of the building and to create more comfortable living conditions for current and future residents.

The facilities team meets weekly to ensure that adequate resources are being allocated to the May Wah Hotel. In addition to ensuring a safe home for the residents, a programming subcommittee was assembled in April 2018 to provide activities and events for the residents to participate in.



CHINATOWN STORYTELLING CENTRE

The [Chinatown Storytelling Centre](#) is a purpose-built cultural space that celebrates stories of the Chinese Canadian experience told through the lens of Vancouver's Chinatown. The Storytelling Centre shares the important legacy and history of the Chinese Canadian experience and its larger contribution to city and nation-building. It brings together in one place, in the heart of Chinatown, the cultural and historical artefacts, photos and records which tell this story.



Through community collaboration, we strive to give voice to seniors through oral history and cultural leadership platforms, strengthening intergenerational ties. Through community engagement programs, we hope to encourage preservation of artefacts and sharing stories around the themes of immigration, civic action, inclusivity, social justice, diversity and our shared intercultural history.

CHINATOWN VINTAGE

[Chinatown Vintage](#) is a community treasure trove of gently used merchandise that includes women's clothing, fashion accessories, shoes, and curios. 100% of all profits go towards the revitalization of Chinatown, and directly benefit the people that live in this neighbourhood and shop in the store. An online store is coming soon.



VOLUNTEERING WITH THE VANCOUVER CHINATOWN FOUNDATION



Our work in Chinatown would be impossible without the talent, time, and generosity of our volunteer community. We have a number of volunteer opportunities, and hope you find one in line with your interests and availability.

VOLUNTEER BENEFITS

- Work alongside like-minded volunteers who share a common connection and passion for Vancouver’s Chinatown
- Learn about Chinese-Canadian history and culture through training and development opportunities
- Invitations to special volunteer appreciation events
- Receive complimentary admission to the Chinatown Storytelling Centre, along with other perks
- Enhance your resume, and gain references after reaching a minimum number of hours

ELIGIBILITY

- Minimum age: you must be at least 16 years old
- Commitment: varies based on each opportunity, but in general, we expect a minimum of 1 shift per month (4 hours)
- Screening and training: you must be able to participate in a face-to-face or phone interview and attend an in-person or live online training session, see the position descriptions for dates and times
- Communication requirements: for all positions that interact with the public, you must feel comfortable speaking in English. Volunteers are expected to actively start conversations with visitors.
- You must be willing to provide personal references
- You must be willing to obtain a criminal record check

OUR VOLUNTEER SUPPORT STAFF

All of our staff are available to help answer any questions so that you can make the most of your volunteer experience. For specific information about your volunteer schedule and tasks, please contact volunteers@chinatownfoundation.org.



VOLUNTEERING POLICIES

Read more about our volunteer rights, responsibilities and policies below.

VOLUNTEER RESPONSIBILITIES

A volunteer agrees to:

- Accept the role of volunteer as a professional commitment and behave accordingly.
- Represent the Foundation in an appropriate and responsible manner at all times while on shift.
- Be aware of and abide by the policies and procedures of the designated role.
- Attend training sessions as scheduled and maintain a standard of competence in completing assigned tasks.
- Work independently and/or as a team member, as required.
- Be prompt and reliable in reporting for assigned shifts.
- Notify the appropriate supervisor as soon as possible if unable to work scheduled shift(s) due to illness or unexpected circumstances.
- Notify the Foundation immediately of any necessary information regarding COVID-19 exposures or symptoms.
- Be consistent and timely about keeping accurate hours.
- Dress appropriately for the position assigned.
- Communicate with the appropriate supervisor to resolve any problems or concerns.
- Provide the Foundation with adequate notice before terminating his/her position.

VOLUNTEER RIGHTS

A volunteer may expect to:

- Work at a position that is worthwhile and challenging while leveraging existing skills and/or developing new ones.
- Receive ongoing training with clear and specific directions from the supervisor.
- Be an important part of the Foundation and be recognized for his/her accomplishments in both formal and informal ways.
- Receive periodic feedback.
- Be advised of opportunities to change his/her placement if desired.



SCHEDULING

Scheduling for volunteer shifts vary depending on your availability and the assigned role. Please view our list of [Current Volunteer Opportunities](#) to see which roles align with your availability and interests.

EXPECTATION OF COMMITMENT TO SHIFTS

Once confirmed for a volunteer shift, it is expected that you will commit to working those shifts. Please be punctual for the beginning of your scheduled volunteer shift. If you are going to be late or absent due to traffic, an illness or emergency, contact your supervisor or the Foundation office ahead of time or, as soon as possible, if prior notice is not possible.

SHIFT CANCELLATION

The Chinatown Storytelling Centre and the Foundation reserve the right to cancel shifts. A shift can be cancelled at any time prior to your arrival. We will try our best to give you 48 hours' notice of a shift cancellation, but sometimes that is not possible. Most shift cancellations will come from cancelled programming due to low enrollment, inclement weather, or emergency situations. If you have any questions or concerns, please speak with your supervisor.

BREAKS

At any time if you require a break, please let a staff member know and/or coordinate with teammates to cover your volunteer responsibilities.

CELL PHONES

Cell phones should only be used if absolutely necessary and kept on silent mode during a volunteer shift.

CONFIDENTIALITY

Some volunteer roles may deal with sensitive materials and/or personal information. Volunteers in these roles will be required to sign a confidentiality agreement. Please check with your supervisor to find out more.

PHOTO RELEASE AGREEMENT

Volunteers must be comfortable representing the Vancouver Chinatown Foundation (“VCF”) across online and offline promotional materials, and grant their consent by signing off on the *Photo Release Agreement* in the Volunteer Application form. By signing off on the Photo Release Agreement, volunteers grant the Vancouver Chinatown Foundation permission to use photographs in all or current future paper and electronic publications, including blogs, websites, e-newsletters, used by and representing the Vancouver Chinatown Foundation.

Please see the [Volunteer Application](#) form for full details, or email volunteers@chinatownfoundation.org for any additional questions.

VOLUNTEERING PROCEDURE

1. Visit our [Website](#) to learn about our current available volunteer opportunities and projects, and to apply for a specific role.
2. Fill out a **Volunteer Application Form** to provide your contact information and personal information necessary for volunteering. The form will help us to accommodate your availability, interests, and skills.
3. Participate in an **in-person or phone interview** with a member of the Foundation team to determine your fit and interest in a volunteer role.
4. Provide two **references** who can give an objective evaluation of your skills and character.
5. Submit a cv
6. Upon joining the Foundation as a volunteer, attend an in-person or real-time webinar volunteer **orientation** to learn more about the Foundation.
7. Receive additional **training** specific to your preferred volunteer role.
8. Communicate with your supervisor to determine a **shift schedule**.
9. Schedule a first **shadow shift** with your supervisor.
10. **Have fun!**

CONTACT INFORMATION

Vancouver Chinatown Foundation
300-127 East Pender Street
Vancouver, BC, V6A 1T6
604-979-8368

volunteers@chinatownfoundation.org

Registered Canadian Charity 80789 5883 RR 0001

*Thank you so much for your interest and support.
We look forward to working with you to support the revitalization of Chinatown.*