

JOB DESCRIPTION

CHILDREN CHAMPION

Reports to the Section Head, Children Services

As a Children Champion, we are looking for someone who are themselves an exemplary young person with a deep passion for the next generation; someone who truly wants to instill positive values and nurture important skillsets in children today in order that they may achieve a better future for themselves.

MAIN RESPONSIBILITIES

1. Conduct, plan and develop relevant programs for children based on assessed needs and in line with the organization's quality education model
2. Regularly review the quality of services delivered and constantly look out for ways to improve
3. Build strong relationships (through good follow up, communication, etc...) with stakeholders such as relevant government bodies, NGOs, partners, schools, parents, clients and volunteers
4. Assist in inducting, briefing and managing volunteers
5. Maintain and prepare necessary status and progress reports

SKILLS AND QUALIFICATIONS THAT WORK BEST FOR THIS ROLE:

- Degree or Diploma holder with experience working with children
- Strong organizational and administrative skills
- Able to speak and write well in English; other languages will be an added advantage (BM, Mandarin)
- A self-starter who is able to work independently, but also thrives working with a team
- Proficient in Microsoft Office Applications (Word, Excel, PowerPoint)
- Have own transport and able to travel as needed

CHILDREN CHAMPION

TRAITS WE ARE LOOKING FOR

Let us know if you think the following describes you!

YOU LOVE CHILDREN

You have a knack of connecting with children. They love being with you and will always ask for you. Children will listen because you speak with love and kindness but you are also able to command a crowd (of kids) and get them to follow your instructions.

YOU GET THINGS DONE

You are a multitasking machine and you don't have a problem getting your hands dirty. You follow through on every task, no matter how big or small. You understand the importance of keeping on schedule and in budget. You take initiative on projects from the start and know how to bring people together and finish tasks well.

YOU ARE TENACIOUS

Many things we embark to do isn't easily accomplished. But the challenge excites you and you think of new ways to get the job done. You can be creative and resourceful and you inspire others with wonderful examples that you set.

INTERESTED?

We've got you covered.



Fair and equitable salaries
EPF and SESCO contributions
Replacement days off



Personal growth and
career development
through training and
project work exposures



Medical Allowance
Insurance coverage for
personal accident &
hospitalisation
Family benefits



Fun colleagues who play
badminton, DOTA together
and engages in a friendly
game of ping-pong in
between meetings. Yes, we
have a ping-pong table that
doubles as a meeting table.