

JOB DESCRIPTION

CHILDREN CHAMPION

This role 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 & 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 able to multitask 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 within budget. You can be creative, resourceful and dedicated to see things to completion.

YOU ARE DEDICATED

Many things we embark to do isn't easily accomplished. But you are persevering and you believe that you will see results because you have invested time.

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
Family benefits
Insurance coverage for
personal accident &
hospitalisation



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.*