



We are a non-profit welfare organization founded in 1997 as part of Hope Church (Singapore). We've been recognized for our contributions to society and hold Institute of Public Character (IPC) status. As a member of the National Council of Social Service (NCSS), we are dedicated to improving the well-being of everyone in Singapore.

Our vision is Inspiring Hope, Transforming Lives.

Our mission is to extend Christ's love to our communities through practical help and action regardless of race, language or religion.

Intern (Seniors)

Hope Centre (S) is looking for interns who can assist in the running of our Seniors' programmes. The candidate should be passionate about working with seniors, and who takes initiative to learn and to assist the staff in performing their duties.

Responsibilities:

- Assist in review and planning for programmes (drop-in, special event and excursion)
- Assist in stock take and maintain supply of materials and equipment required to run the programmes
- Assist in befriending the seniors by:
 - providing a listening ear
 - planning special programme together
 - engaging with the seniors through games and interaction
- Assist in maintaining seniors' profile and case management
- Perform administration works such as sign-up / volunteer & PDPA forms are signed, collect attendance of the seniors and safety management
- Assist in administrative works such as preparation of PowerPoint slides for briefings, ensure completion of PDPA forms and producing volunteer appreciation letters.
- Assist in recruiting, training, deploying and retaining volunteers
- Assist in liaising with publicity of programmes.
- Perform ad-hoc duties as assigned

Requirements:

- A serving member of Hope Church (Singapore) at Step D
- Passionate about interacting with children and youth
- Initiative to perform duties
- Willingness to learn on-the-job
- A Singapore Citizen or Permanent Resident

Interested parties may email their CVs to hr@hopesingapore.org.sg. Do note that only selected applicants will be notified.