



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 (Children and Youth)

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

Responsibilities:

- Assist in review and planning for programmes (centre-based, special events and excursions)
- Assist in stock take and maintain supply of materials and equipment required to run the programme
- Assist in mentoring children and/or youth through
 - understanding his/her current situation
 - engaging the parents for updates
- Provide in-session academic support or guidance
- Assist in maintaining children/youths' profiles and notes
- Perform administration works such as sign-up / volunteer & PDPA forms are signed, collect attendance of the beneficiaries 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.