

Recruitment of Project Officer (Full Time) – Kids' Learning Club Project (KLC) including Family Sunday Dinner on 1/F and Weekday Student Exchange Program

Founded in 1987, **St. Barnabas' Society and Home** is a Christian based, non-profit organization dedicated in serving poor people in Hong Kong. The project officer will lead KLC Project including Family Sunday Program which aims to serve low income families with pre-dinner English class for the kids and parenting workshop for their parents. In the week, the officer is also required to monitor our Weekday Student Exchange Program which involves different local primary school students and international schools middle or high school students, enhancing the level of English of local students through different activities arranged by international schools students. During school holidays, we will carry out different festive day camps in our centre, nurturing kids from underprivileged families to develop their personal characters and potentials through learning different skills, like planting, cooking, arts and crafts, watching movies...etc.

Job Description:

1. Responsible for planning and leading kid's program. He or she is required to coordinate with all volunteers to monitor the program including all materials required.
2. Follow-up any evaluation or feedback after each Sunday from kids, volunteers and parents.
3. Responsible for I/E of this project. Leading his or her assistant to update the financial and process report of this project.
4. Monitor the "Serving Dinner Trainees" to serve the dinner and clean up job and monitor their time record.
5. Recommendation on food menu is expected.
6. Management of 1/F all rooms and materials.
7. Outreach visit of those kids of Sunday Family Dinner 1/F and any referrals once in 2 wks.
8. Outreach follow-up report

Requirements:

1. Fluent in verbal and written English.
2. Passion in kids mainly and elders
3. Good communication skill and coordination work
4. Problem solving with analytical mind
5. Teamwork
6. Retired teachers or Christians from local and international churches are welcome to apply
7. Fresh graduates with background of Education will be considered as Trainee

Work duration:

44 hours per week (4-hr a shift, Sunday is required to work from 2:00pm – 9:00pm, Monday till Friday 10:00am-6:00pm, Outreach – 7:00pm – 11:00pm and daytime working from 2:00pm-6:00pm) Most probably, will be off on Sat.

Reporting to Interim Executive Director

Please send your resume to marandali@sbsh.org.hk or mail to 21 Fung Mat Road, Western District, Hong Kong. Attention to Maranda Li

All personal data provided will be kept confidential and used for recruitment only.