

Job Title

Executive, CEP (Bukit Merah Centre)

Job Description

We are looking for a dedicated and organised Programme Executive to manage and coordinate our children's programmes at the Bukit Merah Centre. If you enjoy working with children and want to create a meaningful impact in the community, this role is for you.

Key responsibilities shall include, but not limited to, the following:

1. Programme & Centre Operations

- Oversee daily operations of the Children Enrichment Programme.
- Handle registration, renewals, and document collection from families.
- Liaise with tutors, vendors, and parents.
- Screen and coordinate volunteers.
- Maintain classroom discipline and safety.
- Ensure centre cleanliness and manage repair/maintenance with vendors.

2. Programme Planning & Execution

- Collaborate with the HQ and Planning team to plan and run enrichment activities.
- To plan centre run programmes such as Pathfinder Enrichment Programme and other holiday activities.
- Manage registration and scheduling of children for activities.
- Liaise with vendors and volunteers for smooth programme delivery.
- Oversee logistics, safety, and on-site coordination.

3. FRESH Programme Support

- To conduct and facilitate FRESH programme
- To ensure a smooth session for the corporate volunteers and children participating in the programme
- Distribute and track vouchers for the FRESH programme.
- Collect receipts and ensure proper documentation for audit and grant purposes.

4. Inventory & Donation Management

- Manage stock-taking and distribution of donated food, items, and vouchers.
- Maintain accurate inventory records and issue Donation-in-Kind forms.

5. Administrative Support

- Attend to walk-ins, calls, and email enquiries.
- Keep proper records of programme activities, beneficiaries, and volunteers.
- Assist with preparation of reports for quarterly board meetings. Any other duties as assigned by Head (CEP) / AD / CEO.

Requirements

Qualifications:

- Diploma or Degree in a related field (Education, Social Work, Psychology, Early Childhood etc.)

Experience:

- Minimum 2 years' experience working with children, preferably in a school or social service environment.
- Experience in programme coordination, facilitation and volunteer management is an advantage.

Skills:

- Excellent communication and interpersonal skills.
- Strong organisational and time management skills.
- Proficient in Microsoft Office and administrative processes.
- Able to work independently in a fast-paced, evolving environment.

Personal Attributes:

- Passionate about helping disadvantaged children and youth.
- Self-motivated, proactive, and adaptable.

Additional Information

- Working Hours: 10am to 7pm (Monday to Friday)
- Location: Bukit Merah Centre
- Immediate availability preferred