

Job Title

Executive, CEP (Community Sites)

Job Description

We are looking for an Executive to support and implement community-based children's programmes. This role is ideal for individuals who are passionate about working with children and have relevant experience in social service, education, or youth work.

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

1. Programme Coordination & Child Registration

- Register children for the **Children Enrichment Programme (CEP)** at assigned community sites
- Collect supporting documents, verify attendance, and manage annual renewals
- Schedule and register children for additional programmes (e.g. FRESH, Learning Journeys, Reach for the Stars)

2. Funded Programme Management

- Liaise with vendors, community partners, funders, caregivers, and children

3. Stakeholder Engagement

- Communicate with caregivers, school personnel, counsellors, and other social agencies to support the well-being of children
- Work closely with internal teams and external partners to ensure effective service delivery

4. Facilitation & On-Site Support

- Facilitate on-the-ground execution of activities such as:
 - **FRESH** food support sessions
 - Life skills workshops
 - Learning journeys and other enrichment programmes
- Ensure volunteer, instructor, and child safety and engagement

5. Needs Assessment & Referrals

- Liaise with external stakeholders to assess needs and nominate children/families for:
 - Financial assistance (e.g. groceries, bus subsidies)
 - Counselling and psychology services
 - Programmes like Grant-a-Wish or seasonal support initiatives

6. Administrative & Reporting Duties

- Manage donation-in-kind (DIK) records for food, non-food, and vouchers
- Respond to phone, email, and walk-in queries
- Maintain proper documentation of activities, children, and volunteers
- Assist in report preparation for quarterly board meetings
- Provide centre-based child management support when needed

Requirements

Qualifications:

- Diploma or Degree in Social Work, Early Childhood Education, Psychology, or equivalent fields

Experience:

- At least 2 years of experience working with children, preferably in a school, preschool, or social service environment

Skills:

- Strong communication and interpersonal skills
- Good organisational and coordination abilities
- Proficient in Microsoft Office
- Able to work independently and as part of a team in a dynamic environment

Personal Attributes:

- Passionate about helping disadvantaged children
- Self-motivated, adaptable, and responsible

Additional Information

- Working Hours: 10am to 7pm (Monday to Friday)
- Location: Children's Bukit Merah Centre (Main), Clementi Centre and Sengkang
- Immediate availability preferred