

## CENTRE MANAGER

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## HEARTFRIENDS BASC

### **CENTRE MANAGER FOR HEARTFRIENDS BASC**

Heartfriends BASC is a non-profit student centre that provides supervised care in a safe and nurturing environment for children aged 7 - 14 after school, and during the school holidays.

During the school term, our schedule includes meals, rest time, supervised homework time, and indoor and outdoor play time.

Our school holiday programme includes an exciting range of activities like outings, camps, sports sessions, and workshops. These activities aim to provide our students a fun-filled holiday with a balanced focus on physical and intellectual development.

We are seeking to fill the Centre Manager position at Heartfriends BASC. If you have the calling to provide care and arrange activities for students, we would like to invite you to join our staff team to co-labour with us to serve in the Kingdom of God.

### **DUTIES & RESPONSIBILITIES**

- To work closely with the BASC Management Committee in providing leadership, direction, outreach and growth for BASC
- Act as part of the core management, planning and operational team of BASC to oversee its administration, operations and programmes
- Engage with the families of the students and identify the hidden needy families
- Coordinate with other Heartfriends Community workers to provide the necessary care-giving for needy families
- Network and work along with existing SJSM ministries to act as a point of connection for community contacts as well as to encourage and support their community outreach and service efforts
- Help to organise related Heartfriends and SJSM events and community projects or activities including camps and special events where BASC is involved

### **REQUIREMENTS**

- Minimum A levels or Diploma in any discipline
- Preferably at least one year work experience in a similar industry (eg. student care, childcare, enrichment centre)
- Good team worker
- Good organizing and administrative skills
- Good working knowledge of MS Word, Excel and Powerpoint

Interested candidates are invited to submit your CV to [julialoy@sjsm.org.sg](mailto:julialoy@sjsm.org.sg)