

PROGRAM STAFF

HEARTFRIENDS BASC

PROGRAM STAFF 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 a Program Staff 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

You will be responsible to implement and supervise all aspects of daily teaching and development activities for children enrolled in the Student Care Programme.

- Organize school holiday activities and programme.
- Supervise students to ensure completion of homework and that spelling revision is done.
- Daily attendance administration.
- Address and counsel student behaviour when needed.
- Ensure students' welfare and safety are being taken care of.
- Liaise with parents and the Centre Manager to provide feedback on students' behaviour and learning.
- Any other duties as assigned by the Centre Manager.

REQUIREMENTS

- Able to lead and manage primary school students.
- Able to communicate well with parents and students.
- A good team player.

Interested applicants may apply to info@heartfriends.org.sg with your updated resume.