



The Hong Kong Girl Guides Association

The Hong Kong Girl Guides Association aims to develop the fullest potential of girls and young women as responsible citizens of the world.

Summer Worker – (May – Aug) (SW/PRG/0419)

Responsibilities

Handle Summer Youth courses Related Issues, including;-

- Course Registration
- Course Material Preparation
- Course Administration
- Update the website about the course details
- Prepare Application Status Report
- Coordinate with volunteers and professionals to organize workshops and to girl members
- Handle enquiry from participants or parents
- Outdoor works are required

Requirements

- Form 6 or above
- Pleasant, able to communicate with all levels, work independently and under pressure
- Good command of both English & Chinese
- Familiar with computer application: MS Office and Internet
- Guiding experience highly preferred
- May be required to work shift duty or irregular hours
- Irregular working hours in weekends and public holidays if necessary

Please send résumé with ref. code and expected salary by clicking 'Apply Now' or to Human Resources Department, 8 Gascoigne Road, Kowloon. Please mark "Private & Confidential" on the envelope.

(Personal Data provided will be used for recruitment purpose only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.)