



VOLUNTEER ASSISTANT MANAGER

Kwong Wai Shiu Hospital is a charitable organization, established to provide healthcare services to the sick and poor in Singapore regardless of race, language or religion.

Our vision is to be a highly regarded healthcare institution by promoting the well-being and dignity of the people we serve through compassion, charity and the delivery of quality standards of professional care.

We invite highly motivated individual for the position of **Volunteer Assistant Manager**:

Responsibilities

- Provide leadership
- Determine organization needs for various volunteer services and plan for volunteer recruitment
- Develop comprehensive volunteer management plan
- Develop recruitment and selection procedures
- Interview for effective selection of volunteer candidates
- Plan goals, objectives, policies and budget effecting volunteers
- Develop written protocols and training manuals for volunteers
- Supervise, motivate, train and monitor performance of volunteers
- Review volunteer performance and impact of volunteer programmes.
- Maintain a database of volunteers and participation records
- Schedule and coordinate volunteer recognition and appreciation events

Requirement

- Possess Degree or relevant qualifications
- Min 2-3 years experience in related field of work
- Excellent inter-personal, communication and people management skills
- Independent , creative and the ability to plan
- Good administrative skills

The successful candidate will have on-going opportunities for professional training and career development within our multi-service/multi-level organization.

Preferably Singaporean / Singapore PR.

Salary will commensurate with qualifications and working experiences.

Interested candidate, please email a detailed resume with current and expected salary to:

The HR Manager
Kwong Wai Shiu Hospital
705 Serangoon Road Singapore 328127
Email: HR_Dept@kwsh.org.sg

We regret that only short-listed candidates will be notified.