

Programme Executives (Active Aging Centre - Island Wide)

Reporting to the Senior Centre Manager/ Centre Manager (CM)/ Assistant Centre Manager (ACM)/ Senior Programme Executive (SPE), the Programme Executive (PE) works closely with the Centre in-charge to manage the daily operations of the assigned Eldercare Centre, so that it can fulfill its intended purposes as stipulated by the funders and LBSA.

Responsibilities:

1) Stakeholder Management

- Conduct Community Outreach for seniors and volunteers recruitment
- Relationship Management

2) Day-to-Day Centre Operations

- Conduct Community Screener for seniors
- Plan and conduct Programmes and Activities with volunteers/trainers

3) Administration & Reports

- Record attendance and other data for evaluation
- Ensure accuracy of data entry

4) Projects or other duties

Qualifications & Requirements

- Related qualification in working with the elderly or in the social service sector or training in gerontology
- At least 1 year of experience in direct operational work (especially in the area of Eldercare), such as conducting and evaluating programmes/ activities; conducting of needs assessment
- Has some prior experience in stakeholder management, especially in working with community partners
- Able to work in the evenings and on weekends if when required
- AIC Community Screener Trained will be an added advantage
- With Environment Control Coordinator license will be an added advantage
- Proficient in Microsoft Office

Attributes:

- Enjoy working with seniors and volunteers
- Good administrative skills
- Good problem-solving skills

- Good interpersonal skills, a team player, yet able to work independently
- Good communications skills