



The Hong Kong Girl Guides Association

ARSO II (Campsites and Properties Department)

Responsibilities:

- Manage the campsite facilities that are maintained in good condition.
- Ensure those facilities in compliance with the statutory requirements.
- Liaise with contractors for facilities / property maintenance; prepare relevant documents e.g. quotations, tenders.
- Renew maintenance contracts and make recommendations if necessary.
- Assist in monitoring the usage of campsites and formulating promotion plans to increase the usage of campsites.
- Supervise the campsites staff and prepare rosters.
- Create various activities for girl guides and contact course instructors for program implementation.
- Prepare funding applications to sub-vented bodies such as the Leisure and Cultural Services Department, Sir David Trench Fund for Recreation, Hong Kong Jockey Club Charities Trust and so on.
- Irregular working hours in weekends and public holidays if necessary

Requirements:

- (a) i. A full-time teacher's certificate with physical education as one of the subjects, or equivalent; or
- ii. A post-secondary qualification in management of recreation and sports form one of the following, or equivalent –
- ◆ Accredited Associate Degree from a Hong Kong tertiary institution; or
 - ◆ Higher Diploma from a Hong Kong Polytechnic university or polytechnic or Hong Kong Institute of Vocational Education;

And

- (b) Level 2 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Please send resume with date available and expected salary to hr@hkgga.org.hk

Prospective employees are required to undergo Sexual Conviction Record Check.

本會將要求準僱員進行性罪行定罪紀錄查核。

(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.)