



## Full Time Volunteer Position Description

### Mother's Choice Introduction

Mother's Choice is a local charity serving the many children without families and pregnant teenagers in Hong Kong. We join hands with our community to give hope and change life stories. Our vision is to see every child in a loving family.

Mother's Choice is looking for friendly and passionate individuals (**aged 18 and over**) who are looking for a meaningful volunteer experience. If you are considering taking a career break or gap year, we invite you to make an impact on the lives of children, youth, and families in Hong Kong!

### Commitment

This role requires a full time commitment of a minimum of 6 to 9 months.

### Position Description

Mother's Choice has two exciting roles available for full time volunteers:

1. Child Care Home Volunteer
2. Professional Volunteer

#### 1. Child Care Home Volunteer

Our **Child Care Home** changes the life stories of children without families. We care for up to 44 babies and children aged 0-6 years old. Our early intervention care helps children flourish and reach their full potential now and in the years to come. Each year, we serve over 100 children at our Child Care Home. Our approach is characterized by providing loving care, early intervention care, and a commitment to work hard to ensure every child can join their permanent family as soon as possible, whether that means reuniting with their birth family, or joining an adoptive family.

A Child Care Home Volunteer assists in the provision of quality child care for children living in:

- Baby Care (0-2 years old babies)
- Wee Care (0-6 years old babies and children with special needs)

#### Key Responsibilities

- Work with both staff and volunteers to assist in the direct provision of child care and to foster a loving and welcoming environment for the children.
- Willing to provide support to staff over different shifts, which may include occasional support for "overnight" shifts. In addition, you may also be required to be available to provide any necessary support during weekends and public holidays. There may also be occasions where you need to accompany a child to the Accident and Emergency room of a local Hospital and/or work with unwell children. Our team of nurses will provide you with support and guidance on handling and working with unwell children.
- Play with, care for, and talk to children, offering them comfort and respect.
- Assist staff with taking care of the children which will include changing nappies, help with feeding, and to foster a loving and welcoming environment for children.
- Engage in individual and group activities with the children such as reading stories, playing music and games.



- Support office staff in administrative tasks, organizing and preparing for outings, set up and tidy up, and other tasks as required.

This role is suitable for those experienced working with children in a therapy or medical field, or for those currently studying or looking to study a child-related discipline, such as child care, education, special needs education, therapy, and/or medicine.

**Work Location:** Mother's Choice Child Care Home, 5 Bowen Road, Mid-Levels.

## 2. Professional Volunteer

A Professional Volunteer is an experienced professional or student taking a break from full-time study looking to contribute their time, experience, and skills to support a specific project at Mother's Choice. This could involve a role working within our Support Centre alongside our Services teams (Pregnant Girls Services, Foster Care Services, Adoption Services, or Community Education), or with our support service teams (Community Connections or Operations).

We are currently looking for motivated and dynamic full time volunteers to support Mother's Choice in the following areas:

- Marketing and Communications
- Facilities and Administration
- Law
- Social Work/ Counseling
- IT
- Fundraising
- Human Resources
- Finance

Please note that professional volunteers based locally are also welcome to support Mother's Choice on a project basis for a shorter period of time agreed by both parties. Please contact us for more information.

**Work Location:** One (or more) of Mother's Choice offices in Mid-Levels or Kwun Tong.

## Remuneration

This is an unpaid position, but we do provide the following for full-time volunteers including:

- Housing (Dormitory style accommodation for women only)
- Food Allowance
- In addition to two rest a week we also allow an additional 5 rest days for every three months served

## Local Volunteers

Local volunteers (holding a HKID) can choose to live in the Mother's Choice full time volunteer hostel, or continue to live in their own accommodation. A food allowance will be provided to a local full time volunteer, whether or not you live in the Mother's Choice accommodation.

## Overseas Volunteers

A valid entry/training visa is required for all non-Hong Kong Identity Card holders who volunteer with Mother's Choice on a full time basis. Please note that Mother's Choice will not accept any full time



volunteer without the appropriate visa. After receiving your application and supporting documents, if you are approved, we will arrange for your visa to be approved by the Hong Kong Immigration Department.

You may have to send copies of your education certificates and other qualifications to obtain the visa. It can take up to six weeks for your visa to be approved, and there is no guarantee that your visa will be approved by the Hong Kong Immigration Department. On arrival in Hong Kong, we will arrange for you to apply for a Hong Kong Identity Card, which you are required to carry at all times. This ID card will give you access to Hong Kong's public medical system.

### To Apply

Interested candidates should send a cover letter and resume with the subject: Full Time Volunteer Enquiry to [mcvolunteers@motherschoice.org](mailto:mcvolunteers@motherschoice.org). Applicants who are invited to continue with their application will be required to undergo a Sexual Conviction Record Check or Police Check (in Hong Kong or the country you currently live in).