



Volunteer Position Description Translator

About Mother's Choice

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 the life stories of vulnerable girls and babies. Our vision is to see every child in a loving family.

Position Summary

Volunteers are the backbone of Mother's Choice! We believe it takes a village to raise a child, and we work alongside passionate and committed volunteers who donate their time and talents to serve our children, youth, and families. We cannot run any of our services for children, youth, and families in crisis without the support of volunteers.

We are looking for motivated volunteers to provide support to our team.

Position: Translator
Department: Adoption Services / Foster Services / Pregnant Girls Services / Child Care Home / Marketing and Communications
Location: Work from Home

Responsibilities

- Translate documents from Chinese to English and/or English to Chinese
- Examples of documents: children's school report, training materials, booklets, survey, annual report, newsletters, email correspondences, thank you letters, etc.

We will provide clear instructions for each task and there is always someone nearby who can answer questions or help.

Benefits

- Create a sense of purpose by connecting to your community and making it a better place
- Gain work experience in a charity

Requirements

- Strong English and Chinese writing skills
- Experience with translation in a professional setting is preferable
- Proficiency in Microsoft Word, Excel, and Chinese Word processing
- Able to work independently
- Excellent attention to details
- Must share the commitment of Mother's Choice in upholding the safety and protection of children as paramount

Commitment



- Minimum 4 hours per month
- 6-month commitment

To ensure the highest level of commitment and care to our stakeholders, the process of becoming a volunteer is as follows:

1. Attend a "Get to Know Mother's Choice" Information Session
2. Attend an individual / group interview
3. Complete "Introduction to Child Protection" eLearning course

Application Procedures

If you are interested in this volunteer position, please email us at mcvolunteers@motherschoice.org with the information below:

1. Your brief resume
2. Your availability (e.g. dates and time that you are available for service)
3. A translation of the following articles (Chinese to English / English to Chinese / both)

Chinese to English

小明在進行數學遊戲。當同伴拋出骰子，小明根據骰子顯示的立體幾何圖形，在地墊上找出圓球體的圖片。並運用四肢按在圖片上，他臉露出輕鬆的表情，可見他對幾何圖形的特徵及名稱已有鞏固的認識。除此以外，透過遊戲有助他發現日常生活中的東西，許多的形狀都與幾何圖形有關。活動過程中，他必須要透過觀察、思考和分析圖形的特徵，並運用肢體動作出配合。老師欣賞他能投入參與，從遊戲中學習。

English to Chinese

Sexuality education

The lack of comprehensive sexuality education in Hong Kong and the surrounding stigma deters youths from talking to trusted adults, instead finding information from alternative sources, leaving them vulnerable to unhealthy relationships.

Our Comprehensive Sexuality Education program aims to reduce crisis pregnancy among youths in Hong Kong. Teaching children and youths about sex and relationships in a comprehensive way should include not only anatomy based information but also must facilitate discussions with youths about relationships, safety, communication skills, decision making, values discovery, and activities to build self-esteem.

We can leave it to schools to teach our children about sex, but a more effective approach is to begin the conversation at home. We recommend that parents be the first in their child's life to talk and to start the discussion, and research shows that this is a child's preference, too.

(139 words)



You will be contacted through email when a need that matches your application arises.

We look forward to joining hands with you to give hope and change life stories!