



Full Time Volunteer Job Description

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 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 above, 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 months for local volunteers and a minimum of 9 months for overseas volunteers.

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. Each year, we serve over 100 children at our Child Care Home. Our approach is characterized by providing loving, early intervention care, and a commitment to ensure every child can join their permanent family as soon as possible, be it 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 staff and volunteers to assist in the direct provision of child care and to foster a loving and welcoming environment for the children.
- Play with, care for, and talk to children, offering them comfort and respect.
- Take care and love the children at all times.
- Engage in individual and group activities with the children such as reading stories, playing games.
- Support staff in administrative tasks when needed.

This role is ideal 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.

Location: Child Care Home at 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 Services, i.e., Pregnant Girls Services, Foster Care Services, Adoption Services, or Community Education, or with our support teams, i.e., Community Connections or Operations.

We are currently looking for motivated and dynamic full time volunteers in the following areas:

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

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.

Location: Offices in Mid-Levels or Kwun Tong.

Compensation

- Housing (Dormitory style accommodation for women only)
- Monthly stipend
- Two days 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 monthly stipend 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. We will process your visa application after receiving your application and supporting documents, provided that you meet our requirements.

You will 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. Please note 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 can send a cover letter and resume with the subject: Full Time Volunteer Enquiry to 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).