



Dear Parent Volunteers of
 Christ Church Secondary School

Position of Family Life Education Coordinator

We are looking for a Family Life Education (FLE) Coordinator for the period **1 July 2014 to 31 March 2015**. The requirements are as follow:

1. The Coordinator must possess the following:
 - Educational qualification of at least "O" Level or equivalent.
 - Good administrative, interpersonal and organisational skills.
 - Able to run FLE programmes during weekday nights and weekends.
 - Able to work independently and in a team.
 - Be fluent in English and should have working knowledge of MS Word and MS Excel.
 - Previous or related work experience in education industry or public education and outreach work is preferred.
2. The coordinator should be prepared and willing to work weekday nights and weekends, when required.
3. The coordinator would be required to sign the *Undertaking to Safeguard Official Information*, where all official information acquired in the course of his/her work is to be treated as confidential and not to be published or communicated to any other person.
4. The coordinator shall serve no more than 3 schools. The coordinator shall inform the respective schools if he/she is serving more than 1 school.

Interested Parent Volunteers can email your resume to ccss@moe.edu.sg. Closing date for application is **Friday, 13 June 2014**. Only shortlisted candidates will be notified to attend an interview.

MR DESMOND CHAN
 TEACHER/PARTNERSHIP



school philosophy

the school upholds that each student has worth and that his/her growth and development can be nurtured to the optimum