

2026 Post-Secondary Student Summer Internship Programme

Leisure and Cultural Services Department

(Leisure Services Branch)

Post No. : 1

Division/ Section: Tuen Mun District

Job Description

- (1) To assist in the preparation, promotion and implementation of recreation and sports programmes such as Horse Riding cum Archery Fun Day, day camps for young people, and Beach Volleyball Fun Day;
- (2) To provide support services for recreation and sports programmes, such as collating and compiling statistics, liaising with collaborating parties, and arranging for equipment and materials required for the programmes;
- (3) To handle general enquiries;
- (4) To update the fact sheets of the venues;
- (5) To perform administrative work of the office; and
- (6) Depending on the operational needs of the Department, interns may be assigned to perform duties at any following venues: Tuen Mun Swimming Pool, Tuen Mun North West Swimming Pool, Tuen Mun Tang Shiu Kin Sports Ground, or Tuen Mun Beach(es).

Entry Requirements

Applicants (a) must be permanent residents of the Hong Kong Special Administrative Region who are currently full-time students of post-secondary institutions in or outside Hong Kong; (b) must be students of Higher Diploma, Associate Degree or bachelor's degree course who have studied/are studying sports science; leisure, recreation and sports administration; or other relevant subjects and **not studying in or have just completed their final year of study before commencement of the internship period**; and (c) should have good communication skills in both Chinese and English, and possess sound knowledge in Microsoft Word, Excel and other computer applications. **Final-year students will not be considered.**

Qualification

Applicants should be students of Higher Diploma, Associate Degree or bachelor's degree course who have studied/are studying sports science; leisure, recreation and sports administration; or other relevant subjects. They should have good communication skills in both Chinese and English and also possess sound knowledge in Microsoft Word, Excel and other computer applications.

Employment Period: July to August 2026