Leisure and Cultural Services Department
Kwun Tong District Leisure Services Office

Recruitment of Non-Civil Service Contract Part-time Staff

Post / Salary : **(1)** Assistant Instructor (Elementary) - HK$118 per hour
(2) Assistant Leader - HK$68 or $82 per hour (Depends on types of activities)
(3) Assistant Camp Counsellor - Day Camp: HK$224 or $352 per session
Residential Camp: HK$1,053 or HK$1,073 per session
(Depends on types and working hours of activities)
(4) Organizer - HK$105 per hour
(5) Key Official - HK$82 per hour
(6) Official - HK$76 per hour
(7) Causal Helper - HK$55 per hour
(8) Customer Service Ambassadors - HK$76 per hour

(Position will be assigned according to the programme operation needs and performance)

Entry Requirements : Applicants should:
(a) be permanent residents of the Hong Kong Special Administrative Region aged 18 or above; and
(b) speak fluent Cantonese.

Preference may be given to applicants whose posses with the following: Have attained an education level of Form 5 or above or equivalent;
(a) An average command of spoken English, a basic command of Putonghua; as well as writing and reading skills in Chinese and English;
(b) Knowledge of Chinese and English word processing, general software applications (such as Microsoft Word / Excel / PowerPoint) and knowledge of computer graphics software applications;
Experience and basic knowledge of organising recreation and sports programmes or horticultural activities;
(c) A valid First Aid Certificate / life-saving certificate;
(d) Experience in volunteer services; and
(e) Holder of relevant certificate in sign language translation (including valid reference letter of relevant experience issued from employing institutions) or basic knowledge of organising recreation and sports programmes for persons with disabilities (PWDs) and relevant experience.

Main Duties : **(1) Assistant Instructor (Elementary)**
(a) Have basic knowledge of relevant activities;
(b) To assist instructor to organize recreation and sports activities including training courses, fun day and outreaching;
(c) To take care of participant and assist in crowd control; and
(d) To handle general enquiries and handle ad hoc incidents

Requirements for Assistance Instructor (Elementary Level) (if applicable):
- **Judo:** The Assistant Instructor (Elementary Level) should obtain Brown Belt or above qualification which recognized by The Judo Association of Hong Kong, China.

- **Sports Climbing:** The Assistant Instructor (Elementary Level) should obtain Sports Climbing Assistant Coach / Instructor Training Cert. or above qualification which issued by Hong Kong, China Mountaineering and Climbing Union.
- **Archery:** Priority consideration will be given to the Assistant Instructor (Elementary Level) obtaining Level I Coach or above qualification with valid coach registration at Archery Association Hong Kong, China.

(2) Assistant Leader

(a) To assist leader to organize recreation and sports activities including excursions and hiking;
(b) To take care of participant and assist in crowd control; and
(c) To handle general enquiries and ad hoc incidents.

Requirements for Assistant Leader (if applicable):

- Assistant Leaders for hiking should possess a Level I Mountain Craft Training Certificate issued by the Hong Kong China Mountaineering and Climbing Union Limited.

(3) Assistant Camp Counsellor

(a) To assist camp counsellor for the arrangement during the day camp or residential camp;
(b) To take care of participant and assist in crowd control;
(c) To introduce the facilities of camp site; and
(d) To handle general enquiries.

(4) Organiser

(a) To assist in the preparation, promotion and implementation of recreation and sports programmes including sports competitions, fun days and carnivals;
(b) To supervise the key officials, officials and causal helpers on event day;
(c) To perform general office clerical works, including computer data input, etc.; and
(d) To handle general enquiries and ad hoc incidents.

(5) Key Official / (6) Official / (7) Causal Helper

(a) To provide support services for recreation and sports programmes including training courses, sports competitions, fun days and carnivals;
(b) To supervise and coordinate the work of the officials;
(c) To perform general office clerical work, including computer data processing and data entry;
(d) To provide support services for recreation and sports programmes, such as collating and compiling statistics, liaising with collaborating parties or participants, arranging and transporting for equipment; and
(e) To handle complaints and ad hoc incidents.

(8) Customer Service Ambassadors (SmartPLAY)

(a) To assist in the preparation, promotion and implementation of recreation and sports programmes and SmartPLAY project;
(b) To perform general clerical duties;
(c) To provide support services for recreation and sports programmes and SmartPLAY promotion programmes, demonstration and related activities, such as collating and compiling statistics, liaising with collaborating parties, arranging for equipment and materials required for the programmes;
(d) To assist the public to register as users and use of the SmartPLAY system and devices;
(e) To assist in crowd control, daily operation and contingency arrangement; and
(f) To handle enquires on matter of SmartPLAY system and general enquiries.

Working Hours : Depend on operational needs. Holders of the above posts may be required to work on Saturdays, Sundays and public holidays.

Working Locations :
(a) Kwun Tong District Leisure Services Office
(b) Recreation and sports venues in Kwun Tong District; and
(c) Other designated locations and outdoor work may be required.

Terms of Appointment : Successful applicants will be appointed on non-civil service contract terms.

How to Apply :
(a) Application form forms [G.F.340 (Rev.7/2023)] which can be downloaded from the Civil Service Bureau's website (http://www.csb.gov.hk) (http://www.csb.gov.hk) or obtained from Kwun Tong District Leisure Services Office and sports centres of Kwun Tong District (Chun Wah Road Sports Centre, Hiu Kwong Street Sports Centre, Kowloon Bay Sports Centre, Lam Tin South Sports Centre, Lei Yue Mun Sports Centre, Ngau Tau Kok Road Sports Centre, Shui Wo Street Sports Centre, Shun Lee Tsuen Sports Centre)

(b) A duly completed application form, together with copies of relevant supporting documents and a stamped addressed envelope, submitted in person or by post, should reach the enquiry address below on or before the closing date below (For applications by post, the postmark date will be deemed the date of submission). Please mark on the envelope 【Application for the post of Non-Civil Service Contract Part-time Staff (Kwun Tong District Leisure Services Office)】"

(c) Applications which are incomplete / late / not duly signed will not be considered.

(d) Applicants submitting their applications by post should make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website. (http://www.hongkongpost.hk/en/postage_calculator/index.html).

(e) Applicants selected for an interview will usually be notified within 2 to 3 weeks after the closing date. Our office will not be responsible for postal delays if the address provided is incorrect or unclear. Applicants who are not invited for an interview may assume that their applications are unsuccessful.

(f) Candidates who are selected for selection interview will be required to produce the original copies of the official transcripts, certificates and proof of relevant working experience for verification. The application will be deemed unsuccessful if any candidate fails to produce the original copies of the required documents for verification.

Enquiry Address : Kwun Tong District Leisure Services Office
2 Tsui Ping Road, Kwun Tong, Kowloon.

(Office Hours:
Monday to Friday: 8:30 am to 6:15 pm
Saturdays, Sundays and Public Holidays: Closed)

Enquiry Telephone Number : 2343 6123

Closing Date for Application : 24 October 2025

Remarks : Successful applicants will be placed on the roll of part-time staff of the Kwun Tong District Leisure Services Office and be called upon to provide services when required.

Kwun Tong District Leisure Services Office
Leisure and Cultural Services Department
6 October 2025