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Co-ordinator – Volunteer Management & Development - MUMBAI

Job Description

We are looking for a young and passionate person who has at least 3 years work experience, preferably in the social sector to co-ordinate the volunteer management and development team across Delhi / Noida.

The Volunteer Management & Development activities include the enrolment, engagement, development of all types of volunteers. He/she also has to coordinate between volunteers and projects where volunteers can be connected.

Job Responsibilities

- Contacting new volunteers and ensuring they undergo an orientation before they start volunteering
- Identifying projects within a cluster where volunteers can be connected; connecting volunteers to projects after orientation
- Planning and facilitating *pravaas* (regular field visits to get the pulse of the project on the field)
- Communicating with project coordinators
- Planning special events and enrichment sessions for volunteers
- Reporting the status of volunteers' engagement monthly and quarterly
- Guide the training co-ordinator in training and developmental activities for the volunteers.
- Being in constant touch with existing volunteers

Selection Criteria

Age	25yrs to 35yrs
Education	A degree in any field - MSW, BSW will be an advantage
Languages needed	English, Marathi, Hindi and any other regional languages
Commitment	1 – 2 years
Work Timing	9am – 6pm, Able to work flexible hours, including evenings and weekends.
Skills	<ul style="list-style-type: none">• Basics of MS Word, Excel, PowerPoint• Use of internet, e-mail, etc.• Ability to talk to new people• Organize events
Other requirements	<ul style="list-style-type: none">• The person should be ready to travel as the work requires 70% field work.• Passionate about Social Sector

If you are interested, please send your resume to recruitments@youthforseva.org with subject line "Co-ordinator - Volunteer Management & Development – Mumbai"