



YOUTH for seva[®]
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Associate Manager – Volunteer Management

Job Description

Youth for Seva is seeking a dynamic and motivated individual to join our team as the Associate Manager to lead Volunteer Management in Bengaluru.

Volunteer Management is responsible for recruiting, engaging, developing, and retaining volunteers to support the organization's programs and initiatives. The role involves building strong relationships with volunteers and stakeholders, coordinating volunteer activities, ensuring effective communication, and creating a positive volunteer experience that aligns with the organization's mission.

Roles & Responsibilities:

Volunteer Recruitment

- Develop and implement strategies to recruit volunteers from colleges, corporates, communities, and other networks.
- Build partnerships with institutions and community organizations to expand the volunteer base.
- Conduct volunteer orientation and onboarding sessions.

Volunteer Engagement & Retention

- Build strong relationships with volunteers through regular communication and support.
- Plan and execute engagement activities, recognition programs, and appreciation events.
- Identify opportunities for volunteer growth and leadership development.
- Address volunteer concerns and ensure a positive volunteering experience.

Program Coordination

- Coordinate volunteer deployment across projects and events.
- Ensure adequate volunteer availability for all organizational activities.
- Collaborate with program teams to understand volunteer requirements.
- Monitor volunteer participation and program outcomes.

Training & Capacity Building

- Organize induction, training, and skill development sessions for volunteers.
- Mentor volunteer leaders and support their development.
- Promote best practices in volunteer management.



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Monitoring & Reporting

- Maintain accurate volunteer records and databases.
- Track recruitment, participation, retention, and engagement metrics.
- Prepare periodic reports and present insights for continuous improvement.

Stakeholder Management

- Work closely with internal teams, community leaders, educational institutions, corporate partners, and volunteers.
- Represent the organization at volunteer engagement events and networking opportunities.

Required Skills

- Volunteer recruitment and engagement
- Excellent communication and interpersonal skills
- Team coordination and leadership
- Project planning and execution
- Relationship and stakeholder management
- Problem-solving and decision-making
- Data management and reporting
- Proficiency in Microsoft Office and Google Workspace
- Strong organizational and time management skills

Key Competencies

- Leadership and teamwork
- Empathy and people orientation
- Accountability and ownership
- Adaptability and resilience
- Initiative and proactive approach
- Strong execution and follow-through

Working Relationships

- Program Teams
- Community Leaders
- Educational Institutions
- Corporate CSR Partners
- Volunteers
- External Partners and NGOs

Regd. office : "Jnanagiri", 75/76, 4th Cross, 2nd Main, Soudamini Layout, Konanakunte, Bengaluru - 560062

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www.youthforseva.org



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Purpose of the Role

To build a motivated, skilled, and engaged volunteer community that contributes effectively to the organization's mission and ensures successful delivery of programs and community initiatives.

Qualifications and Skills

Selection Criteria

Age	30yrs to 40yrs
Education	Bachelor's degree in any discipline (Master's degree is an added advantage). 2–5 years of experience in volunteer management, community engagement, program coordination, or NGO operations.
Experience	3–5 years of relevant experience in volunteer management, community engagement, program management, NGO operations, or stakeholder management.
Languages needed	Fluency in Kannada and English (written and spoken)
Commitment	Min. 2 to 3 years
Salary and Benefit	Based on experience and qualification
Work Timing	9:30 am – 6:00pm, Able to work flexible hours, including evenings and weekends.
Location	Bengaluru
Skills	<ul style="list-style-type: none">• Volunteer recruitment and engagement• Excellent communication and interpersonal skills• Team coordination and leadership• Project planning and execution• Relationship and stakeholder management• Problem-solving and decision-making• Data management and reporting• Proficiency in Microsoft Office and Google Workspace• Strong organizational and time management skills
Other requirements	<ul style="list-style-type: none">• Min. 2 to 3 years' experience in a managerial position• The person should be ready to travel as the work requires 70% field work.• Work timing will be 9.30 AM to 6.00PM

If you are interested, please send your resume to recruitments@youthforseva.org with subject line “Associate Manager – Volunteer Management”

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