



## Cluster Co-ordinator

### Job Description

We are looking for a young and passionate person who has at least 1-2 years work experience, preferably in the field of Volunteering Management

Cluster Coordinator will manage specific set of locations in Bangalore, where he/she needs to coordinate between volunteers, projects and organizations such as NGOs, Hospitals, Schools, etc. to facilitate volunteering for new members and to ensure support for existing volunteers.

### Job Responsibilities

- Contacting new volunteers and ensuring they undergo an orientation before they start volunteering
- Connecting volunteers to projects/ Seva Kendra after orientation
- Being in constant touch with existing volunteers
- Identifying new projects within a cluster where volunteers can be connected
- Updating the status of volunteers in his/her cluster
- Volunteer development through planned initiatives in YFS

### Selection Criteria

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|--------------------|--|
| Age                | 25yrs to 35yrs   |
| Education          | A degree in any field – MSW, BSW will be an advantage  |
| Languages needed   | English, Kannada   |
| Commitment         | 2 years  |
| Work Timing        | 9am – 6pm,<br>Able to work flexible hours, including evenings and weekends.  |
| Location           | Indiranagar, Marathahalli, Whitefield, KR Puram, Banaswadi   |
| Skills             | <ul style="list-style-type: none"><li>• Candidate must have good verbal communication and written communication.</li><li>• Computer skills and experience with Microsoft Office, internet, email, web, Google drive, etc.,</li><li>• Ability to talk to new people pro actively</li><li>• Organize events</li></ul>  |
| Other requirements | <ul style="list-style-type: none"><li>• Candidates preferably from Bangalore</li><li>• Passionate about Social Sector</li><li>• Good leadership skills with the potential for further development</li><li>• Dedication, motivation, drive, ambition, and commitment to the job</li><li>• The person should be ready to travel as the work requires 60% field work within a specific area mainly for coordination &amp; connection</li><li>• 2-wheeler with valid driving License will be added benefit</li></ul> |

**If you are interested, please send your resume to [hryfs@youthforseva.org](mailto:hryfs@youthforseva.org) with subject line “Cluster Co-ordinator”**