



Coordinator - Volunteer Lifecycle

Job Description

An important role that enables volunteers to kickstart their volunteering journey by guiding them to orientation and bridge between the day registering to the day volunteer gets connected to the local team. To ensure each volunteer with interest to serve is given importance and shown the direction to get started.

Job Responsibilities

- Contacting new volunteers and ensuring they undergo an orientation before they start volunteering
- Once they attend the orientation, get the data updated with YES for orientation attended
- Once they are connected for any project/ activity, get the data updated with YES for connected
- Call back the connected volunteers & check on their volunteering experience
- Provide city-wise VLC status update to all city coordinators from the system.
- Maintain PAN India database of volunteers – registered, oriented & connected
- Coordinate with the City/ Regional Coordinators about the above process

Selection Criteria

Age	22yrs to 30yrs
Education	A degree in any field – MSW, BSW will be an advantage
Languages needed	English, Hindi, Kannada & Telugu
Commitment	2 years
Work Timing	9:30am – 6pm, Able to work flexible hours, including evenings and weekends.
Location	Bengaluru
Skills	<ul style="list-style-type: none">• Good communications & interpersonal skills.• Good hold on at least 2-3 languages (English, Hindi and Kannada/ Telugu) so that the volunteers feel connected and comfortable.
Other requirements	<ul style="list-style-type: none">• Knowledge of Microsoft excel/ google spreadsheets, Power-point and computer basics.• Well Verse using an android phone to make calls, send WhatsApp messages.• Data management and organizing skills is an add on.

If you are interested, please send your resume to hryfs@youthforseva.org with subject line “Coordinator - Volunteer Lifecycle”