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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

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, Able to work flexible hours, including evenings and weekends.
Location	BANGALORE <ul style="list-style-type: none">• Jayanagar, Bannerghatta, Parts of Bangalore South
Skills	<ul style="list-style-type: none">• Candidate must have good verbal communication and written communication.• Computer skills and experience with MS Office, internet, email, web, Google drive, etc.,• Ability to talk to new people pro actively, Organize events
Salary	<ul style="list-style-type: none">• Rs.2.40 L to Rs.3.24 L per Annum based on experience
Other requirements	<ul style="list-style-type: none">• Candidates preferably from Bangalore• Passionate about Social Sector• Good leadership skills with the potential for further development• Dedication, motivation, drive, ambition, and commitment to the job• The person should be ready to travel as the work requires 60% field work within a specific area mainly for coordination & connection• 2-wheeler with valid driving License will be added benefit

If you are interested, please send your resume to hryfs@youthforseva.org with subject line “Cluster Co-ordinator”