

## Job Description: Associate, Volunteer Programme

Atma Education, an NGO based in Mumbai, is an accelerator for Education. Atma empowers grassroots educational initiatives to grow bigger, better and stronger, in a lasting way thus turning potential dropouts into graduates. Atma addresses the challenges that an NGO encounters and works with them by adopting a systematic management approach. This eventually enables them to scale up, expand their reach and increase student learning outcomes.

Purpose of this position: The Associate, Volunteer Programme would be responsible for execution of the entire volunteer programme by contributing towards recruitment, selection, management, engagement and exit of volunteers.

Location	Mumbai
Time Commitment	Full Time
Reporting to	HR Manager
No.	Key Job Areas
1	<b>Develop and maintain pipeline of volunteers</b> <ul style="list-style-type: none"> <li>• Build an appropriate talent pool (both internally and externally) for volunteers</li> <li>• Develop database of places to advertise both online and offline</li> <li>• Develop relationships needed to enhance recruitment of volunteers</li> <li>• Further existing ties with intermediary organizations</li> <li>• Disseminate and advertise Atma's volunteer opportunities</li> </ul>
2	<b>Recruitment and selection of volunteers</b> <ul style="list-style-type: none"> <li>• Create recruitment plan for specific volunteer opportunities</li> <li>• Source key talent through available sources</li> <li>• Develop partner-specific job descriptions</li> <li>• Maintain database of job descriptions</li> <li>• Track status of selection process for each candidate with the HR Manager</li> <li>• Assist with setting-up interviews</li> <li>• Review and update interview questions</li> </ul>
3	<b>Pre-arrival</b> <ul style="list-style-type: none"> <li>• Ensure correct visa procedures depending on country of origin</li> <li>• Assist with finding appropriate accommodation</li> <li>• Coordinate airport pick up</li> <li>• Assist volunteers with obtaining SIM card</li> <li>• Assist with pre arrival orientation (culture, safety, city specific information)</li> </ul>
4	<b>Orientation and volunteer management</b> <ul style="list-style-type: none"> <li>• City/neighborhood tour</li> <li>• Admin logistics: laptop, phone, internet, etc.</li> <li>• 2 week schedule</li> <li>• Volunteer socials</li> <li>• Volunteer professional/staff meetings and networking opportunities</li> </ul>

	<ul style="list-style-type: none"> <li>• Track volunteer hours</li> <li>• Ensure ongoing psycho-social support is provided to volunteers (by scheduling check-ins)</li> <li>• Conduct regular volunteer meetings</li> </ul>
5	<b>Evaluation and Exit procedures</b> <ul style="list-style-type: none"> <li>• Ensure mid-term assessments are undertaken on time</li> <li>• Carrying out exit formalities</li> </ul>

<b>Skills</b>	<b>Knowledge/Experience</b>	<b>Attitudes</b>
Ability to work well under pressure	Bachelor's degree or higher	Detail oriented
Excellent interpersonal skills	HR background or focus	Friendly and professional demeanour
Excellent verbal and written communication	Ability to work independently	Positive and energetic attitude
Excellent coordination skills		Willingness to develop knowledge of Mumbai and Pune
Creativity		Self-starter
Problem solving		Maturity
Ability to deal with ambiguity		Teamwork
		Flexibility

#### **Atma's Policy on Child Protection and Safeguarding**

**Atma has a strict zero tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.**