

Volunteer: Programmes

Job Role:

Atma requires a volunteer to create operations manuals for its partner organisations. The major role of the volunteer is to understand the programmes and services of the organisations in detail and capture it in a user friendly operations manual as well as provide recommendations to improve the programme process.

Responsibilities:

Implementation

- Engage with the organisations' leaders and programme staff to understand exactly how the programmes function
- Capture every step of the programme implementation in a detailed and easy to understand operations manual
- Ensure that the operations manual can be used as a guideline document by new staff at the organisation with minimal training

- Designate timelines for each of the activities.
- Assessments of needs and resources
- Measure and evaluate the process and outcomes

Specific Skills and Experience required:

- Microsoft Office skills
- Highly detail oriented and systematic
- Structured thinking
- Ability to capture large amounts of information in a crisp and easy to understand manner
- Ability to represent a programme in a systematic and step-by-step manner
- Ability to communicate well with the organisations' leaders and programme staff to gather required information

Desired qualities:

- A friendly and professional demeanor
- Excellent coordinating skills, positive and energetic attitude
- Flexible as per the needs of the organisation
- Strong desire to meet goals and commitments

- Self-starter
- Able to deal with ambiguity

- Maturity