

Operations Manual Volunteer

Background

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.

Location:	Pune
Time Commitment:	Full Time

Sr.no.	Key Job Areas
	<p><u>Implementation</u></p> <ul style="list-style-type: none"> ● 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

Skills	Knowledge/ Experience	Competencies
Microsoft Office skills.		Highly detail oriented and systematic.
Ability to capture large amounts of information		Structured thinking

in a crisp and easy to understand manner.		
Ability to represent a programme in a systematic and step-by-step manner.		A friendly and professional demeanor
Excellent coordinating skills		Positive and energetic attitude.
Ability to communicate well with the organisations' leaders and programme staff to gather required information		Flexible as per the needs of the organisation.
		Strong desire to meet goals and commitments.
		Self-starter
		Maturity
		Able to deal with ambiguity